
THE VILLAGE OF TINLEY PARK

Cook County, Illinois

Will County, Illinois

**RESOLUTION
NO. 2022-R-089**

**A RESOLUTION APPROVING AN AGREEMENT BETWEEN THE VILLAGE OF TINLEY
PARK AND INTEGRAL CONSTRUCTION, INC. FOR THE POLICE DEPARTMENT
SHOOTING RANGE RENOVATION**

**MICHAEL W. GLOTZ, PRESIDENT
NANCY M. O'CONNOR, VILLAGE CLERK**

**WILLIAM P. BRADY
WILLIAM A. BRENNAN
DIANE M. GALANTE
DENNIS P. MAHONEY
MICHAEL G. MUELLER
COLLEEN M. SULLIVAN
Board of Trustees**

RESOLUTION NO. 2022-R-089

A RESOLUTION APPROVING AN AGREEMENT BETWEEN THE VILLAGE OF TINLEY PARK AND INTEGRAL CONSTRUCTION, INC. FOR THE POLICE DEPARTMENT SHOOTING RANGE RENOVATION

WHEREAS, the Village of Tinley Park, Cook and Will Counties, Illinois, is a Home Rule Unit pursuant to the Illinois Constitution of 1970; and

WHEREAS, the Corporate Authorities of the Village of Tinley Park, Cook and Will Counties, Illinois, have considered entering into a/an Agreement with Integral Construction INC., a true and correct copy of such Agreement being attached hereto and made a part hereof as **EXHIBIT 1**; and

WHEREAS, the Corporate Authorities of the Village of Tinley Park, Cook and Will Counties, Illinois, have determined that it is in the best interests of said Village of Tinley Park that said Agreement be entered into by the Village of Tinley Park;

NOW, THEREFORE, Be It Resolved by the President and Board of Trustees of the Village of Tinley Park, Cook and Will Counties, Illinois, as follows:

Section 1: The Preambles hereto are hereby made a part of, and operative provisions of, this Resolution as fully as if completely repeated at length herein.

Section 2: That this President and Board of Trustees of the Village of Tinley Park hereby find that it is in the best interests of the Village of Tinley Park and its residents that the aforesaid "Agreement" be entered into and executed by said Village of Tinley Park, with said Agreement to be substantially in the form attached hereto and made a part hereof as **EXHIBIT 1**.

Section 3: That the President and Clerk of the Village of Tinley Park, Cook and Will Counties, Illinois are hereby authorized to execute for and on behalf of said Village of Tinley Park the aforesaid Agreement.

Section 4: That this Resolution shall take effect from and after its adoption and approval.

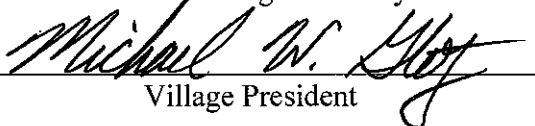
ADOPTED this August day of 3rd, 2022, by the Corporate Authorities of the Village of Tinley Park on a roll call vote as follows:

AYES: Brady, Brennan, Galante, MAhoney, Mueller, Sullivan

NAYS: None

ABSENT: None

APPROVED this August day of 3rd 2022, by the President of the Village of Tinley Park.


Village President

ATTEST:


Village Clerk

EXHIBIT 1

Service Agreement

VILLAGE OF TINLEY PARK

SERVICE CONTRACT

This contract is by and between the **Village of Tinley Park**, an Illinois home-rule municipal corporation (the "Village"), and **Integral Construction, Inc.** (the "Contractor"), for the project or work described in Exhibit A, attached hereto and made a part hereof.

1. In consideration of the compensation stated in paragraph 2, the Contractor shall provide all the services described in the Scope of Services attached hereto as Exhibit "A" and incorporated herein by reference. The express terms of this Contract shall take precedence and control over any term or provision of the Scope of Services (Exhibit A) that in any way conflicts with, differs from, or attempts to alter the terms of this Contract.
2. Except in the event of a duly authorized change order approved by the Village as provided in this Contract, and in consideration of the Contractor's final completion of all work in conformity with this Contract, the Village shall pay the Contractor an amount not to exceed **Two Hundred and Forty Nine Thousand, Two Hundred 00/100 Dollars (\$249,200)**. Within thirty (30) calendar days of completion of the work, the Contractor shall submit his application for payment to the Village, and the Village shall pay Contractor for the work performed no later than **thirty (30)** calendar days from the date of the Village's receipt and the Village's approval of the work and the application for payment. No payment shall be made by the Village until the Contractor has submitted to the Village (i) a Contractor's Affidavit listing all subcontractors and material suppliers utilized on the project and (ii) final waivers of lien from the Contractor, all subcontractors and all material suppliers.
3. No changes shall be made, nor will invoices for changes, alterations, modifications, deviations, or extra work or services be recognized or paid except upon the prior written order from authorized personnel of the Village. The Contractor shall not execute change orders on behalf of the Village or otherwise alter the financial scope of the Project.
4. Written change orders may be approved by the Village Manager or his designee provided that the change order does not increase the amount set forth in paragraph 2 of this Contract to more than \$10,000.00. Changes in excess of this amount must be approved by the Village Board prior to commencement of the services or work. **If a requested change causes an increase or decrease in the cost of or time required for the performance of the contract, Contractor will agree to an equitable adjustment in the contract price or performance schedule, or both. Neither party is obligated to comply with requested changes unless and until both parties execute a written change order.**
5. **Time is of the essence on this Contract.** The Contractor shall complete all work under this Contract by the dates set forth below:
6. No "Notice to Proceed" may be given nor any work commenced until this Contract is fully executed and all exhibits and other attachments are completely filled out and attached hereto.
7. It is understood and agreed by the parties that the Contractor is an independent contractor retained for the above-mentioned purpose. The Village shall not control the manner nor the means of the Contractor's performance, but shall be entitled to a work product as described herein. The term "subcontractor" shall mean and include only those hired by and having a direct contract with Contractor for performance of work on the Project. The

Village shall have no responsibility to any subcontractor employed by a Contractor for performance of work on the Project, and all subcontractors and material suppliers shall look exclusively to the Contractor for any payments due. The Village will **not** be responsible for reporting or paying employment taxes or other similar levies that may be required by the United States Internal Revenue Service or other State or Federal agencies. Every subcontractor shall be bound by the terms and provisions of this Contract as far as applicable to their work. The Contractor shall be fully responsible to the Village for the acts and omissions of its subcontractors, and shall ensure that any subcontractors perform in accordance with the requirements of this Contract. Nothing contained herein shall create any contractual or employment relations between any subcontractor and the Village. The Contractor is solely responsible for the safety procedures, programs and methods of its employees and agents and shall hold the Village harmless for any and all damages resulting from violations thereof. The Contractor shall comply with all applicable federal, State and local safety laws and regulations.

8. **It is further agreed that the Contractor shall indemnify, hold harmless, and defend the Village, its officers, agents, and employees from and against any and all claims, losses, damages, causes of action, suits, and liability of every kind, including all expenses of litigation, court costs, and attorneys' fees, for injury to or death of any person or for damage to any property arising out of or in connection with the Contractor's negligence under this Contract.**
9. **The Contractor assumes full responsibility for the work to be performed hereunder and hereby releases, relinquishes, and discharges the Village, its officers, agents, and employees from all claims, demands, and causes of action of every kind and character, including the cost of defense thereof, for any injury to or death of any person and any loss of or damage to any property that is caused by, alleged to be caused by, arising out of, or in connection with the Contractor's negligence in its work to be performed hereunder. The Contractor shall maintain insurance coverage in an amount and from a carrier suitable to the Village, and the Village shall be named as an additional insured where required. Certificates of Insurance are attached hereto as Exhibit B.**
10. The Village is exempt from payment of state and local sales and use of taxes on labor and materials incorporated into the project. If necessary, it is the Contractor's responsibility to obtain a sales tax permit, resale certificate, and exemption certificate that shall enable the Contractor to buy any materials to be incorporated into the project and then resale the aforementioned materials to the Village without paying the tax on the materials at the time of purchase. In no event will the Village be liable for or pay any sales or use taxes incurred by the Contractor in performing the services under this contract.
11. The Contractor shall comply with all applicable federal, state, and local statutes, regulations, ordinances, and other laws, including but not limited to the Immigration Reform and Control Act (IRCA). The Contractor may not knowingly obtain the labor or services of an unauthorized alien. The Contractor, not the Village, must verify eligibility for employment as required by IRCA.
12. At any time, the Village may terminate this Contract for convenience, upon written notice to the Contractor. The Contractor shall cease work immediately upon receipt of such notice. The Contractor shall be compensated for services performed and accepted by the Village up to the date of termination.

13. No waiver or deferral by either party of any term or condition of this Contract shall be deemed or construed to be a waiver or deferral of any other term or condition or subsequent wavier or deferral of the same term or condition.
14. This Contract may only be amended by written instrument approved and executed by the parties.
15. This Contract and the rights and obligations contained herein may not be assigned by the Contractor without the prior written approval of Village.
16. The parties hereby state that they have read and understand the terms of this Contract and hereby agree to the conditions contained herein.
17. This Contract has been made under and shall be governed by the laws of the State of Illinois. The parties agree that performance and all matters related thereto shall be in Cook County, Illinois.
18. Contractor, its employees, associates or subcontractors shall perform all the work hereunder. Contractor agrees that all of its associates, employees, or subcontractors who work on this Project shall be fully qualified and competent to do the work described hereunder. Contractor shall undertake the work and complete it in a timely manner.
19. If any provision of this Contract shall be held to be invalid or unenforceable for any reason, the remaining provisions shall continue to be valid and enforceable. If a court of competent jurisdiction finds that any provision of this Contract is invalid or unenforceable, but that by limiting such provision it may become valid and enforceable, then such provision shall be deemed to be written, construed, and enforced as so limited.
20. This Contract represents the entire and integrated agreement between the Village and Contractor and supersedes all prior negotiations, representations, or agreements, either written or oral.
21. This Contract will be effective when signed by the last party whose signing makes the Contract fully executed.
22. The Contractor agrees to comply with the Illinois Prevailing Wage Act, if the work to be performed under this Contract is covered by said Act.
23. The Contractor agrees to comply with the Illinois Substance Abuse Prevention on Public Works Projects Act.

CERTIFICATIONS BY CONTRACTOR

Affidavit of Compliance

Contractor and all subcontractors shall complete this Affidavit of Compliance ("Affidavit") and submit supporting documentation as required pursuant to *Responsible Bidder Requirements on Public Work Projects*. Contractor must submit this Affidavit and all related evidence with its bid. Contractor shall be responsible for providing this Affidavit to all subcontractors who will perform work on the project. All subcontractors' Affidavits and supporting documentation must be submitted no later than the date and time of the contract award. Failure to comply with all submission requirements may result in a determination that the Contractor is not a responsible bidder.

For the remainder of this Affidavit, "Contractor" refers to the general contractor and all subcontractors. Each item must be answered. If the question is not applicable, answer "NA." If the answer is none, answer "none."

The certifications set forth in this Affidavit and all documents attached hereto shall become a part of any contract awarded to the Contractor. Furthermore, Contractor shall comply with these certifications during the term and/or performance of the contract.

The undersigned Christopher Osinski, as Principal and on behalf
(Name) (Title)
of Integral Construction Inc. having been duly sworn under oath certifies that:
(Contractor)

Business Organization

The form of business organization of the Contractor is (check one):

☐ Sole Proprietor or Partnership ☐ LLC
☒ Corporation ☐ Independent Contractor (Individual)

If contractor/subcontractor is a corporation, indicate the state and the date of incorporation:

Illinois - 01/21/2016

Authorized to do business in the State of Illinois:

Yes ☒ No ☐

Describe supporting documentation attached: Illinois Corporation Good-standing Certification

Federal Employer I.D. #: 81-1896220

Social Security # (if an individual or sole proprietor): N/A

Registered with Illinois Department of Revenue:

Yes ☒ No ☐

Describe supporting documentation attached (if "No," explain): IL Dept. of Revenue Letter

Registered with Illinois Department of Employment Security:

Yes ☒ No ☐

Describe supporting documentation attached (if "No," explain): IDRS 2022 Tax Rate Summary

Tax liens or tax delinquencies

Disclosure of any federal, state or local tax liens or tax delinquencies against the contractor or any officers of the contractor in the last five (5) years

Yes ☐ No ☒

"No" means "not applicable." If "yes," describe lien/delinquencies and resolution:

EOE Compliance

Contractor is in compliance with provisions of Section 2000e of Chapter 21, Title 42 of the United States Code and Federal Executive Order No. 11246 as amended by Executive Order No. 11375 (known as the Equal Opportunity Employer provisions).

Yes ☒ No ☐

Employee Classification

Contractor's employees who will perform work on the project are properly classified as an employee or independent contractor under all applicable state and federal laws and local ordinances (Form B).

N/A ☐ Yes ☒ No ☐

Professional or Trade Licenses

Contractor will possess all applicable professional and trade licenses required for performing the Contract work:

Yes ☒ No ☐

License	Number	Date Issued	Current Expiration	Holder of License
<input checked="" type="checkbox"/> C Class A	<input checked="" type="checkbox"/> C124419	2/4/2022	2/4/2022 <input checked="" type="checkbox"/>	City of Chicago
<input checked="" type="checkbox"/> Municipal contractor	licenses available upon request			

If any of the above license(s) have been revoked or suspended, state the date and reason for suspension/revocation:

Documentation Attached (Contractor must initial next to each item):

CO Form A: Name and address of subcontractors from whom Contractor has accepted a bid or intends to hire to perform work on any part of the project.

NOTE: All subcontractors shall complete and submit an Affidavit of Compliance no later than the date the subcontractor commences work on the project.

CO Form B: List of individuals who will perform work on the project on behalf of the Contractor, verifying that each individual is properly classified as an employee or independent contractor. Contractor also verifies that all Contractor's employees are covered under a current workers' compensation policy, properly classified under the workers' compensation policy, and covered by a health and welfare and retirement plan.

CO Form C Additional Information (if required)

CO Certificate of Good Standing
(or other evidence of compliance with laws pre-requisite to doing business in the state)

CO Illinois Department of Revenue registration

CO Illinois Department of Employment Security registration

CO Standards of Apprenticeship/Apprentice Agreements

CO Substance Abuse Prevention program (or applicable provision from CBA in effect)

CO Written Safety Policy Statement signed by company representative

____ OSHA cards evidencing 10-hour or greater safety program completed, if requested

CO Workers' Compensation Coverage

CO Professional or Trade Licenses

Eligibility to Contract

The undersigned hereby certifies that the Contractor is not barred from bidding on or entering into this contract as a result of a violation of either the bid-rigging or bid-rotating provisions of Article 33E of the Criminal Code of 1961, as amended.

Integral Construction, Inc.

Name of Contractor (please print)

Charles A. Dill

Submitted by (signature)

Principal

Title

Certificate of Compliance with Illinois Human Rights Act

The undersigned hereby certifies that the Contractor is in compliance with Title 7 of the 1964 Civil Rights Act as amended and the Illinois Human Rights Act as amended.

Integral Construction, Inc.

Name of Contractor (please print)

Charles A. Dill

Submitted by (signature)

Principal

Title

Certificate of Compliance with Illinois Drug-Free Workplace Act

The undersigned, having 25 or more employees, does hereby certify pursuant to section 3 of the Illinois Drug Free Workplace Act (30 ILCS 580/3) that it shall provide a drug-free workplace for all employees engaged in the performance of the work under the contract by complying with the requirements of the Illinois Drug-Free Workplace Act and, further certifies, that it is not ineligible for award of this contract by reason of debarment for a violation of the Illinois Drug-Free Workplace Act.

Integral Construction, Inc.

Name of Contractor (please print)

Charles A. Dill

Submitted by (signature)

Principal

Title

Certificate Regarding Sexual Harassment Policy

The undersigned does hereby certify pursuant to section 2-105 of the Illinois Human Rights Act (775 ILCS 5/2-105) that it has a written sexual harassment policy that includes, at a minimum, the following information: (i) the illegality of sexual harassment; (ii) the definition of sexual harassment under State law; (iii) a description of sexual harassment, utilizing examples; (iv) an internal complaint process including penalties; (v) the legal recourse, investigative and complaint process available through the Department of Human Rights and Human Rights Commission; (vi) direction on how to contact the Department of Human Rights and Human Rights Commission; and (vii) protection against retaliation.

Integral Construction, Inc.
Name of Contractor (please print)

Cheryl A. Dill
Submitted by (signature)

Principal
Title

Certificate of Compliance with Substance Abuse Prevention on Public Works Projects Act

The undersigned hereby certifies that:

A. There is in place a written program which meets or exceeds the program requirements of the Substance Abuse Prevention on Public Works Projects Act (P.A. 95-0635), and has provided a written copy thereof to the Village of Tinley Park.

~~B. There is in place a collective bargaining agreement which deals with the subject matter of the Substance Abuse Prevention on Public Works Projects Act (P.A. 95-0635)~~

(Cross out either A or B depending upon which certification is correct)

Integral Construction, Inc.
Name of Contractor (please print)

Cheryl A. Dill
Submitted by (signature)

Principal
Title

Certificate of Compliance with Prevailing Wage Requirements

The undersigned hereby certifies that:

This contract calls for the construction of a "public work," within the meaning of the Illinois Prevailing Wage Act, 820 ILCS 130/01 et seq. ("the Act"). The Act requires contractors and subcontractors to pay laborers, workers and mechanics performing services on public works projects no less than the current "prevailing rate of wages" (hourly cash wages plus amount for fringe benefits) in the county where the work is performed. The Department publishes the prevailing wage rates on its website at <http://www.state.il.us/agency/idol/rates/rates.HTM>. The Department revises the prevailing wage rates and the contractor/subcontractor has an obligation to check the Department's web site for revisions to prevailing wage rates. For information regarding

current prevailing wage rates, please refer to the Illinois Department of Labor's website. All contractors and subcontractors rendering services under this contract must comply with all requirements of the Act, including but not limited to, all wage requirements and notice and record keeping duties.

Integral Construction, Inc.
Name of Contractor (please print)

Cheryl A. Jick
Submitted by (signature)

Principal
Title

Certificate of Compliance with the Village of Tinley Park Responsible Bidder Ordinance

The undersigned or the entity making the proposal or bid has reviewed and is in compliance with the Village of Tinley Park Responsible Bidder Ordinance No. 2019-O-079

Integral Construction, Inc.
Name of Contractor (please print)

Cheryl A. Jick
Submitted by (signature)

Principal
Title

[Signature Page to Follow]

Integral Construction, Inc.

BY: Christopher A. Osinski

8/12/2022

Date

Printed Name: Christopher Osinski

Title: Principal

VILLAGE OF TINLEY PARK

BY: Michael W. Glotz
Michael W. Glotz, Village President
(required if Contract is \$20,000 or more)

August 3, 2022

Date

ATTEST:

Nancy M. O'Connor
Village Clerk
(required if Contract is \$20,000 or more)

August 3, 2022

Date

VILLAGE OF TINLEY PARK

BY: _____
Village Manager

Date

SCOPE OF SERVICES

Attached Scope of work for Tinley Park Police Department Firing Range Renovation as detailed in:

- **Submitted Integral Construction, Inc. Bid Packet dated 6/29/22**

Exhibit B

INSURANCE REQUIREMENTS

(See Risk Manager for Insurance Requirements)

Form A

Subcontractors who will Perform Work on the Project

[illegible]

Individuals who will perform work on the project

Individual is an employee (E) or independent contractor (I);
Individual's trade classification (indicate apprenticeship status where appropriate);
Employee (E) is covered under Contractor's current workers' compensation (WC) policy;
Employee's (E) county of residence.

[illegible]

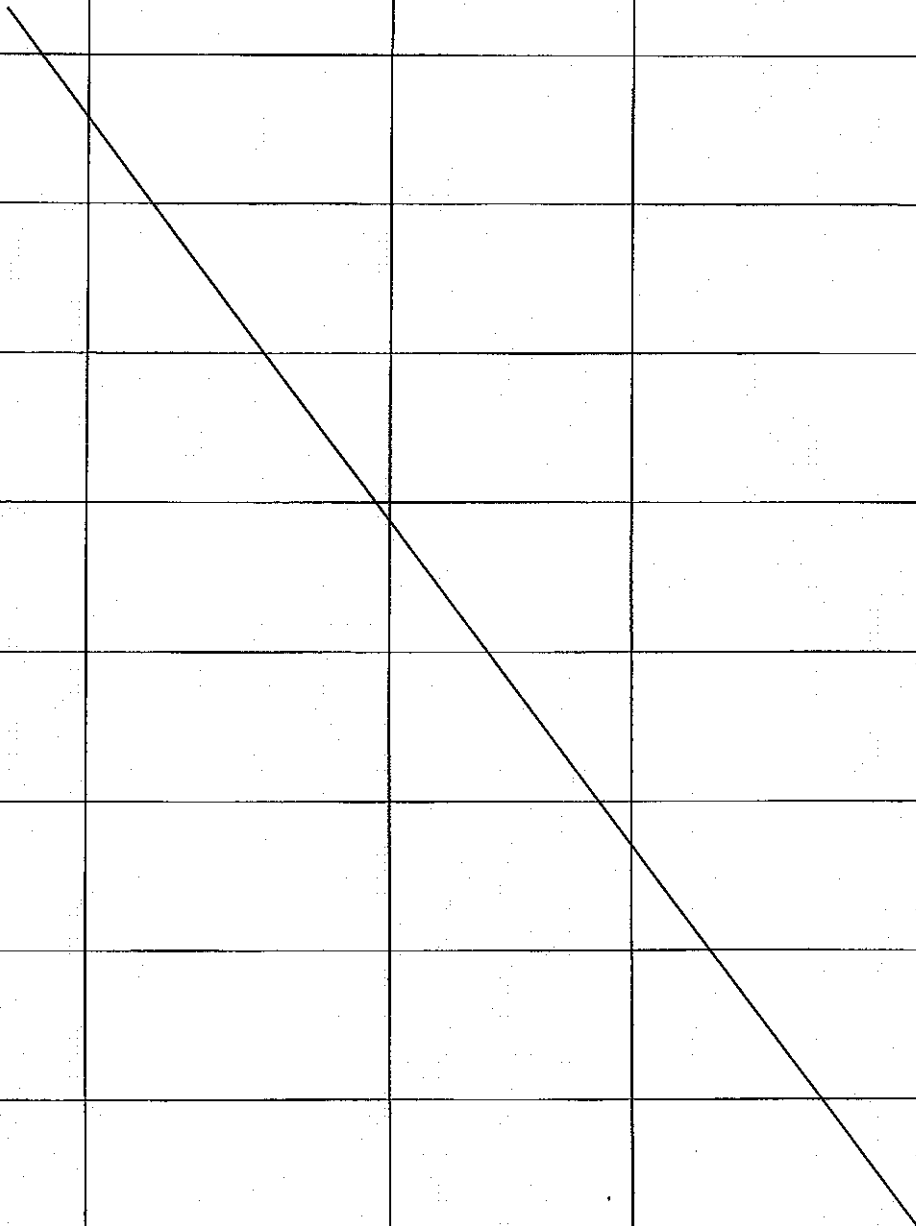
Form C

Additional Information Required

If required in the bid specifications, Contractor shall complete items I and/or II below:

Statement of past three (3) years experience on public construction projects.

Public Body/ Project Name/Year	Reference Name/ Phone #	Original Price/ Final price	Subcontractors
See attached contract / reference summary			



PROJECT #	PROJECT NAME	OWNER / CLIENT	NAME	PHONE	EMAIL	CURRENT CONTRACT	ANTICIPATED COMPLETION
20-215-001	Elk Grove Township Bike Safety & Challenge Course	Elk Grove Township	Paul Ploch	(224) 222-0932	Phloc@elkgrovetownship.com	\$ 973,200.00	Spring 2022
21-560-001	White Pines Golf Club Driving Range Site Improvements	Bronzeville Park District	Joseph Valdez	(630) 766-7015	valdez@brillparks.org	\$ 113,200.00	Spring 2022
21-560-002	White Pines Golf Club Driving Range Site Improvements	Community HS District 94	Dan Oberg	(630) 876-6220	oberg@csd94.org	\$ 942,320.00	August 2022
21-230-001	Waukegan School 2022 HVAC Rooftop Unit Replacement	Waukegan School District 89	Brian Chandler	(815) 724-6318	bchandler@csd89.org	\$ 770,700.00	August 2022
21-247-001	Harwood FPD HQ Reentry Bay	Harwood Fire Protection District	Bill Ottman	(815) 423-5224	billottman@harwoodfd.com	\$ 2,073,200.00	Summer 2022
21-267-001	Lake Elgin Park North Shoreline Improvements	Glenn Elgin Park District	Nathan Toon	(630) 942-7265	ntoon@elginpark.org	\$ 370,000.00	March 2022
21-269-001	Greater Round Lake FPD Station 13 Renovations	Greater Round Lake Fire Protection District	Greg Fornica	(847) 546-6001	gfornica@rlfd.org	\$ 1,585,200.00	July 2022
21-420-001*	Ogden Gardens Water Storage Tank Building	County of Kane	Jodie Wolnik	(630) 232-3499	wolnikjodie@co.kane.il.us	\$ 273,200.00	Spring 2022
21-500-001*	McHenry County Government Center Building A Envelope Rehab	County of McHenry	Tom Burroughs	(815) 334-4000	tburroughs@mcHenrycountil.gov	\$ 721,200.00	August 2022
21-500-002*	McHenry County Government Center Phase 5 Envelope Rehab	County of McHenry	Jackie Iovaneli	(815) 334-4000	tburroughs@mcHenrycountil.gov	\$ 193,200.00	August 2022
21-625-001	Founders Park Aquatic Center Splash Pad	Park District of Forest Park	Ther McFarland	(708) 366-7500	mcFarland@pdsb.org	\$ 1,283,200.00	May 2022
21-805-001	Founders Park Improvements	Town of St. John	Carl Muel	(219) 313-1135	muelc@stjohn.il.us	\$ 593,200.00	Spring 2022
21-914-001	Verona's Memorial Fountain	Village of Brookfield	Kelly Rabier	(708) 485-4274	krabier@brookfield.il.us	\$ 641,700.00	Spring 2022
21-914-001	Legion Park Concession Stand	Village of Brookfield	Kelly Rabier	(708) 485-4274	krabier@brookfield.il.us	\$ 414,200.00	Spring 2022
21-925-001	Lake Sinai Improvements	Village of Bensenville	Nichole Sierra	(815) 886-6075	sierra@bensenville.org	\$ 742,200.00	Spring 2022
22-045-001	Burnington CLUSD 220 Sophomore Baseball Field Improvements	Burnington CLUSD 220	TBD	(847) 842-3282	sierra@bensenville.org	\$ 223,500.00	August 2022
22-144-001	Charney Mingo School 2022 Building Improvements	Charney Mingo School District 88	Matthew Prokoshinski	(708) 488-1926	matprok@charney88.org	\$ 503,200.00	August 2022
22-146-001	Unit Justice High Turf Field	Greco School District 99	Adam Isinski	(708) 480-2030	aisinski@greco99.org	\$ 429,400.00	November 2022
22-158-001*	Memorials Lift Station Rehabilitation	City of Palos Heights	Rocky Horvath	(630) 293-2255	horvath@palosheights.org	\$ 453,200.00	December 2022
22-159-001*	West Chicago Lift Station #3 & Force Main Replacement	City of West Chicago	Donna Inman	(630) 292-4046	inman@westchicago.org	\$ 1,532,000.00	Mar 2023
22-210-004*	College of DuPage Baseball Turf Improvements	College of DuPage	David Kenag	(708) 745-5255	kenag@cdupage.edu	\$ 763,200.00	October 2022
22-185-001*	Stagg High School Synthetic Turf Baseball & Softball Fields	Consolidated HS District 230	Ben Andrews	(708) 784-4298	benandrews@cdupage.org	\$ 2,284,000.00	Spring 2022
22-190-001*	Kenneth Mor DuPage Care Center Window Replacement	County of DuPage	Kimberly Lewis-Williams	(630) 868-7500	lewis@kdsf157.org	\$ 657,655.00	Summer 2022
22-280-001*	Hoover Elementary School Fitness Trail	Hoover School District 157	Isaac Shepley	(708) 246-5657	ishepley@hoover157.org	\$ 248,320.00	August 2022
22-448-001*	Lagrange Highlands Sanitary District Pump Station Improvements	LaGrange Highlands Sanitary District	TBD	(708) 246-5657	ishepley@hoover157.org	\$ 593,200.00	Winter 2023
22-500-001*	Renovations Subdivision Infrastructure Contract C	County of McHenry	TBD	TBD	TBD	\$ 73,200.00	Summer 2022
22-614-001	Husky Property Site Improvements	Oakland Company Trust	Don Hudry	(603) 494-0299	dhudry580@aol.com	\$ 252,000.00	May 2022
22-740-001*	Meinle Recreation Center Ornitharium Improvements	Shamberg Park District	Niki Rao	(847) 985-2115	nrao@shambergpark.com	\$ 480,200.00	November 2022
22-745-001	Second Place Church Monte TI	Second Place Church	Niki Rao	(847) 985-2115	nrao@shambergpark.com	\$ 420,000.00	July 2022
22-747-001*	South Suburban College Cosmetology & Barber Studios	South Suburban College	Justin Papp	(708) 217-7227	sach@southsuburbanhillschurc.com	\$ 420,000.00	July 2022
22-808-001*	Glison Street Life Station Improvements	Town of Winfield	TBD	(708) 288-2653	jpapp@ssc.edu	\$ 543,200.00	September 2022
22-960-001	Lions Park Renovation and Glassageal Park Ball Field Renovation	Winfield Park District	Mark Pawowski	TBD	TBD	\$ 2,298,200.00	Summer 2023
22-970-001	D7 Oakbrook Floor Slab Renovation	Wood Dale School District 7	Sara Wit	(630) 653-3811	rwit@winfieldhillsdistrict.com	\$ 701,629.00	September 2022

WIP TOTAL: \$ 24,500,224.00

Notes:

- 1) Projects marked with (*) have contracts issued and are pending commencement of construction
- 2) Projects marked with (**) represent public openings with apparent low bid results and are pending contract award

PROJECT #	PROJECT NAME	OWNER / CLIENT	NAME	PHONE	EMAIL	FINAL CONTRACT	COMPLETION DATE
20-605-002	Central Park & Oak Park Renovations	Oak Forest Park District	Geoff Gorman	(708) 587-7270	CGorman@oakforestparks.org	\$ 1,238,080.00	Spring 2022
21-060-001	Breiter-Palm Park Improvements	Bronzeville Park District	Joseph Valdez	(630) 766-7015	valdez@brillparks.org	\$ 413,200.00	Spring 2022
21-147-001	Phillips Park Golf Pro Shop Addition	City of Aurora	Ian Wade	(630) 256-3237	wade@aurora.il.us	\$ 232,000.00	Spring 2022
21-205-001	Pasade Landing Golf Club Locker Room Renovation	DuPage Airport Authority	Dan Bana	(630) 298-6184	dbana@dupageairport.com	\$ 173,200.00	March 2022
21-249-001	PRESEC All Abilities Trail Improvements	Forest Preserve District of Will County	John O'Leary	(815) 727-8700	johnd@fpdc.org	\$ 157,477.00	March 2022
21-285-001	Guaranteed Rate Field Phase IV Seating Reimenter Upgrades	Illinois Sports Facilities Authority	Maureen Gorski	(312) 674-5582	maureen@iathubchicago.com	\$ 893,200.00	March 2022
21-580-003	Springsbrook Golf Course Renovations Phase I	New Lenox Community Park District	Adele Pryzma	(830) 848-5012	apryzma@newlenoxparks.org	\$ 593,200.00	Spring 2022
21-585-001	Sky Harbor Park Improvements	New Lenox Community Park District	George Tarnieck	(815) 485-3564	geortarnieck@newlenoxparks.org	\$ 813,300.00	Spring 2022
21-615-001	Andrews Park Development	Oswego Park District	Colleen McCarty	(630) 554-4426	cmccarty@oswegopark.org	\$ 575,211.00	Spring 2022
21-680-001	Pease State College Dining Area Upgrades	Pease State College	Timothy Kosick	(708) 709-3500	tkosick@psccstate.edu	\$ 132,000.00	January 2022
21-910-001	175th Street Park Phase I	Village of Hazel Crest	Danae Swartz	(708) 335-5900	dswartz@hazelparkdistrict.com	\$ 903,200.00	Spring 2022
21-980-001	Victory Park Renovation	Waukegan Park District	Tim Gimpelried	(847) 360-4755	tgimpelried@waukeganparks.org	\$ 693,200.00	Spring 2022
22-170-001	College of DuPage BIC 3465 Immersive Visualization Classroom Update	College of DuPage	Donald Inman	(630) 942-4046	inman@cd.edu	\$ 203,200.00	April 2022
22-170-002	College of DuPage BIC Boiler Room Concrete Repair	College of DuPage	Donald Inman	(630) 942-4046	inman@cd.edu	\$ 28,320.00	April 2022
22-170-003	College of DuPage M.A.C. Graphic Arts Renovation	College of DuPage	Donald Inman	(630) 942-4046	inman@cd.edu	\$ 71,320.00	June 2022
22-270-001	Simon Hayple Leica TI	Simon Hayple Healthcare Solutions, LLC	Adam Sene	(847) 201-3119	adam.sene@simonhayple.com	\$ 104,320.00	March 2022
21-479-001	Four Seasons Park	Lombard Park District	Paul Fredrichs	(630) 620-7322	pfredrichs@lombardparks.com	\$ 1,023,141.00	Spring 2022
22-580-001	Frontier Sports Complex 2022 Fitness Equipment Install	Naperville Park District	Peggy Morra	(630) 848-5012	pmorra@napervilleparks.org	\$ 28,320.00	Mar 2022
22-580-002	Naperville Administration Building Upper Level Office Renovations	Naperville Park District	Niki Pryzma	(630) 848-5012	apryzma@napervilleparks.org	\$ 132,000.00	July 2022

2022 COMPLETED PROJECTS: \$ 7,577,789.00

PROJECT #	PROJECT NAME	OWNER / CLIENT	NAME	PHONE	EMAIL	FINAL CONTRACT	COMPLETION DATE
19-200-001	Abington of Glenview 2nd-3rd Floor Common Remodel	Innovative Management Associates	Elisha Aldin	(847) 812-3648	E.Aldin@ima-care.com	\$ 567,432.00	May 2021
20-104-001	Namagansett Park OS&AD Improvements	Burnham Park District	Bill Olsen	(708) 599-3873	bolsen@burnham-park-district.org	\$ 1,217,329.00	May 2021
20-108-001	Glenview Park Phase II	Burnham Park District	Larry Reiner	(708) 858-2229	lreiner@burnham-park-district.org	\$ 1,689,379.00	May 2021
20-140-001	South Suburban Rehab Center Dialysis Room	Central Street Management LLC	Jeany Boiles	(708) 957-7152	jeanyboiles@centralstreetmanagement.com	\$ 143,200.00	October 2021
20-152-001	North Chicago Metro Station Renovation	City of North Chicago	Chris Chinkos	(847) 452-1924	chinkos@cityofnorthchicago.org	\$ 266,000.00	June 2021
20-155-001	Events Park Improvements	City of Highland	Chris Marino	(847) 452-1924	cmarino@cityofhighland.org	\$ 983,137.00	July 2021
20-183-001	CHSD 218 Turf Fields	Community HS District 218	Robert Ford	(630) 424-3811	robert.ford@chsd218.org	\$ 5,204,587.00	August 2021
20-190-001	Greene Valley WWTP Fuel Storage Improvements	DuPage County Public Works	Jay Dahlberg	(224) 239-0835	jay.dahlberg@dupage-county.org	\$ 724,200.00	May 2021
20-248-001	Marshall Forest Preserve West Parking Lot Improvements	Forest Preserve District of DuPage County	Jon Melin	(630) 462-8709	jmelin@dupageforest.org	\$ 396,947.00	May 2021
20-465-001	Bentley Park North Phase I	Lemont Park District	Larry Rozzo	(630) 257-6787	lrozzo@lemont-park-district.org	\$ 424,621.00	April 2021
20-598-001	Central Park North Phase 1	Oak Brook Park District	Bob Johnson	(630) 645-9544	bjohnson@oakbrook-park-district.org	\$ 1,643,200.00	May 2021
20-605-001	Lawn Manor Park Development	Oak Lawn Park District	Joel Carg	(708) 857-2222	jrcarg@oaklawn-park-district.org	\$ 896,114.00	May 2021
20-680-001	PSC Restroom Renovations Phase 3	Prairie State College	Timothy Kosick	(708) 709-3500	tkosick@prairiestate.edu	\$ 53,200.00	January 2021
20-750-001	Commissioners Park Improvements	Streamwood Park District	Jeff Janda	(630) 372-7275	janda@streamwood-park-district.org	\$ 1,405,320.00	May 2021
20-905-001	Village of Oswego Recreation Venue	Village of Oswego	Jennifer Hughes	(630) 554-3618	jhughes@oswego-il.org	\$ 695,112.00	June 2021
20-915-001	Moore Cemetery Renovation	Village of Morris	David Wallace	(708) 534-8307	dwallace@villageofmorris.org	\$ 403,200.00	March 2021
20-935-001	Freedom Pond Landscape Enhancements Phase 2	Village of Tinley Park	John Urbanak	(708) 444-5000	urbanak@tinleypark.org	\$ 233,820.00	April 2021
20-955-001	Arrowhead Golf Course Environmental Storage Building	Westmont Park District	Brian Moraw	(630) 510-4975	bmoraw@westmont-park-district.org	\$ 274,320.00	March 2021
20-960-002	East Street Park Ballfield Renovation	Winfield Park District	Mark Pawlewski	(630) 653-3811	markpawlewski@winfield-park-district.com	\$ 217,534.00	April 2021
21-075-001	Whetzer Park & Lake Park Path and Bridge Improvements	Bolingbrook Park District	Chris Condit	(630) 763-6579	ccondit@bolingbrook-park-district.org	\$ 383,200.00	November 2021
21-145-001	Aurora Trails Park Phase III	Channahon Park District	Mike Leonard	(815) 467-7275	mleonard@channahon-park-district.org	\$ 15,320.00	August 2021
21-170-001	College of DuPage Softball Turf Improvements	College of DuPage	Donald Inman	(630) 942-4046	dinman@cd.edu	\$ 357,000.00	September 2021
21-180-001	West Chicago High School Turf & Track Replacement	Community HS District 94	Dan Oberg	(630) 876-6220	oberg@cd94.org	\$ 916,320.00	August 2021
21-265-001	Salk Park Site Improvements	Glenview Park District	Chris Lerner	(847) 835-3030	clerner@glenview-park-district.org	\$ 205,832.00	June 2021
21-274-001	Lincoln-Way Central & East High School 2021 General Remodeling	Lincoln-Way Community HS District 210	Richard Wilkey	(815) 462-2345	rwilkey@lw210.org	\$ 1,839,200.00	August 2021
21-517-001	Whitner Creek Park Development	Molokai Park District	Greg Vialle	(708) 390-2410	gvialle@molokai-park-district.org	\$ 610,962.00	November 2021
21-580-001	95th Street Community Plaza Phase II Development	Naperville Park District	Eric Shutes	(630) 548-5014	eshutes@naperville-park-district.org	\$ 510,204.00	April 2021
21-580-002	Naperville 2021 Door and Hardware Replacements	Naperville Park District	Mike Pysnalski	(630) 848-5012	mpysnalski@naperville-park-district.org	\$ 37,932.00	December 2021
21-611-001	Schwartz Pedestrian Trail	Offshore Street Real Estate	Chad Arthur	(847) 424-2423	chad.arthur@chadshoffshore.com	\$ 332,000.00	September 2021
21-619-001	Ronan Park Site Improvements	Park District of Oak Park	Chris Lindgren	(630) 725-2050	chris.lindgren@dp-oak.org	\$ 1,029,000.00	September 2021
21-625-001	Hawthorne Park - Timber Park - Little Field Park Improvements	Park District of Franklin Park	Joe Alodich	(847) 455-2832	j.alodich@franklin-park.org	\$ 480,924.00	July 2021
21-650-001	Pratt's Stone College Excavation Concrete Replacement Phase III	Pratt's Stone College	Timothy Kosick	(708) 709-3500	tkosick@prattstone.edu	\$ 199,600.00	November 2021
21-800-001	Schererville Playground Renovations	Town of Schererville	John Novotich	(219) 865-5530	jnovotich@schererville.org	\$ 102,520.00	November 2021
21-902-001	Grady Care Park	Village of Brookfield	Steve Feron	(708) 485-7344	stferon@brookfield-il.gov	\$ 410,320.00	September 2021
21-902-002	Keweenaw Park Boat Launch	Village of Brookfield	George Isakoo	(708) 485-7344	gisakoo@brookfield-il.gov	\$ 159,341.00	November 2021
21-929-001	Four Seasons Park Tennis Court Refurbishment	Village of Shorewood	Noel Noutega	(815) 725-2130	NNOUTEGA@villageofshorewood.us	\$ 276,301.00	June 2021

2021 COMPLETED PROJECTS: \$ 25,248,627.00

PROJECT #	PROJECT NAME	OWNER / CLIENT	NAME	PHONE	EMAIL	FINAL CONTRACT	COMPLETION DATE
18-099-001	Schneider Park Improvements	Brookview Park District	Reggie Davis	(708) 343-5637	rdavis@brookview-park-district.net	\$ 478,441.00	April 2020
18-148-001	LaGrange Highlands Senior District Administration Building	LaGrange Highlands Senior District	Jason Shepler	(708) 246-5557	jhshepler@lhfornal.com	\$ 1,244,437.00	May 2020
19-050-001	Bravara Grove Center Gymnasium Improvements	Bravara Park District	Jim Eby	(630) 879-5235	jim@bravara-park-district.org	\$ 222,320.00	May 2020
19-245-001	Elk Grove Village Township Headquarters Remodel	Elk Grove Township	Paul Poch	(224) 222-0932	ppoch@elkgrovetownship.com	\$ 216,152.00	April 2020
19-460-002	The Grove of Beverly Dierbach Room	Lepore Healthcare	Shai Berlingo	(847) 679-9787	shai@leporerhealthcare.com	\$ 111,320.00	March 2020
19-480-002	Wolf's Crossing Park Development	Naperville Park District	Mike Pysnalski	(630) 848-5012	mpysnalski@naperville-park-district.org	\$ 7,895,000.00	August 2020
19-740-002	Shunningburg GRC Gym Corridor & Restroom Renovation	Shunningburg Park District	Niki Rao	(847) 984-2115	nrao@shunningburg-park-district.org	\$ 280,320.00	June 2020
19-800-001	Stratford Park Improvements	Town of Schererville	John Novotich	(219) 865-5530	jnovotich@schererville.org	\$ 273,199.00	June 2020
19-950-001	Community Park Playground Renovation	Westchester Park District	Dean Hoskin	(708) 865-8200	dhoskin@westchester-park-district.org	\$ 275,996.00	May 2020
20-012-001	LaSalle Park Renovations	Alsip Park District	Jeannette Hubert	(708) 389-1003	hubert@alsip-park-district.org	\$ 758,820.00	November 2020
20-045-001	Burdett Park Paving and Landscape Renovation	Burdett Park District	Kelly O'Brien	(630) 879-3295	kobrien@burdett-park-district.org	\$ 48,845.00	November 2020
20-050-001	Big Woods Park Renovation Phase III - Woodland Hills Park Path	Bravara Park District	Jim Eby	(630) 879-5235	jim@bravara-park-district.org	\$ 382,940.00	October 2020
20-103-001	Buffalo Grove Park District 2020 Capital Improvements	Buffalo Grove Park District	Mike Maloney	(847) 850-2109	maloney@buffalogrove-park-district.org	\$ 567,320.00	January 2021
20-138-001	Palmer Park Redevelopment	City of CCSO 30-C	Matthew Parkbanks	(708) 361-1807	mparkbanks@palmerpark.org	\$ 570,320.00	August 2020
20-171-001	Troy Cauldwell Playground Renovations	Troy Township	Ben Hefel	(815) 267-7116	bhefel@troy-il.org	\$ 180,340.00	August 2020
20-175-001	Friede & Knise Education Center Improvements	Community Consolidated SD 146	Mark Shanahan	(708) 614-4500	shanahan@ccsd146.org	\$ 661,000.00	August 2020
20-180-001	West Chicago High School Tennis Court Renovations	Community HS District 94	Gordon Cole	(630) 876-6301	gcole@cd94.org	\$ 635,200.00	July 2020
20-188-001	Ta-Chien Daihwa Improvements	Recreation Management	Cal Ganong	(630) 851-1206	cal@recreationmanagement.com	\$ 24,320.00	January 2021
20-530-001	Molokai Public Library Exterior Improvements (North)	Molokai Public Library	Mark Stridell	(708) 479-9653	mstridell@molokai-park-district.org	\$ 146,320.00	December 2020
20-580-001	Centennial Beach Chemical Pit Safety Showers	Naperville Park District	Mike Pysnalski	(630) 848-5012	mpysnalski@naperville-park-district.org	\$ 69,320.00	April 2020
20-580-002	Brush Hill Park Trail Development	Naperville Park District	Jessica Bugdorf	(630) 864-3944	jbugdorf@naperville-park-district.org	\$ 59,500.00	June 2020
20-580-003	DuPage River Sports Complex Inline Skate Rink Renovation	Naperville Park District	Mike Pysnalski	(630) 848-5012	mpysnalski@naperville-park-district.org	\$ 168,520.00	May 2020
20-600-001	Convent Park Garage Renais	Oak Forest Park District	Cindy Graman	(708) 687-7270	cgraman@oakforest-park-district.org	\$ 18,320.00	July 2020
20-705-001	Keystone Park Turf Fields	West Forest Park District	Mike Slotton	(708) 366-6660	mslotton@westforest-park-district.org	\$ 115,370.00	August 2020
20-920-001	Stratford Ridge Park Development	Village of Olatid Park	Mike Mazza	(708) 403-6108	mrazza@olatid-park.org	\$ 127,286.00	November 2020
20-920-002	Olatid Park Pavilion Installation	Village of Olatid Park	Mike Mazza	(708) 403-6108	mrazza@olatid-park.org	\$ 102,520.00	October 2020
20-960-001	DuPage Highlands Park Development	Winfield Park District	Mark Pawlewski	(630) 653-3811	markpawlewski@winfield-park-district.com	\$ 136,537.00	September 2020

2020 COMPLETED PROJECTS: \$ 17,705,933.00

List any determinations by a court or governmental agency for violations of federal, state or local laws, including but not limited to violations of contracting or antitrust laws, tax or licensing laws, environmental laws, the Occupational Safety and Health Act (OSHA), the National Labor Relations Act (NLRA), or federal Davis-Bacon and related Acts.

Date	Law	Determination	Penalty
1/11/2019	OSHA - Fall Hazard	Reduced settlement	\$2,728

STATE OF ILLINOIS)
COUNTY OF COOK) SS
COUNTY OF WILL)

CERTIFICATE

I, NANCY M. O'CONNOR, Village Clerk of the Village of Tinley Park, Counties of Cook and Will and State of Illinois, DO HEREBY CERTIFY that the foregoing is a true and correct copy of Resolution No. 2022-R-089, "**A RESOLUTION APPROVING AN AGREEMENT BETWEEN THE VILLAGE OF TINLEY PARK AND INTEGRAL CONSTRUCTION, INC. FOR THE POLICE DEPARTMENT SHOOTING RANGE RENOVATION,**" which was adopted by the President and Board of Trustees of the Village of Tinley Park on August day of 3rd, 2022.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the corporate seal of the Village of Tinley Park this August day of 3rd, 2022.

VILLAGE CLERK

 **IRS** DEPARTMENT OF THE TREASURY
INTERNAL REVENUE SERVICE
CINCINNATI OH 45999-0023

Date of this notice: 03-21-2016

Employer Identification Number:
81-1896220

Form: SS-4

Number of this notice: CP 575 A

INTEGRAL CONSTRUCTION INC
4053 183RD ST UNIT 2846
CNTRY CLB HLS, IL 60478

For assistance you may call us at:
1-800-829-4933

IF YOU WRITE, ATTACH THE
STUB AT THE END OF THIS NOTICE.

WE ASSIGNED YOU AN EMPLOYER IDENTIFICATION NUMBER

Thank you for applying for an Employer Identification Number (EIN). We assigned you EIN 81-1896220. This EIN will identify you, your business accounts, tax returns, and documents, even if you have no employees. Please keep this notice in your permanent records.

When filing tax documents, payments, and related correspondence, it is very important that you use your EIN and complete name and address exactly as shown above. Any variation may cause a delay in processing, result in incorrect information in your account, or even cause you to be assigned more than one EIN. If the information is not correct as shown above, please make the correction using the attached tear off stub and return it to us.

Based on the information received from you or your representative, you must file the following form(s) by the date(s) shown.

Form 941	07/31/2016
Form 940	01/31/2017
Form 1120	03/15/2017

If you have questions about the form(s) or the due date(s) shown, you can call us at the phone number or write to us at the address shown at the top of this notice. If you need help in determining your annual accounting period (tax year), see Publication 538, *Accounting Periods and Methods*.

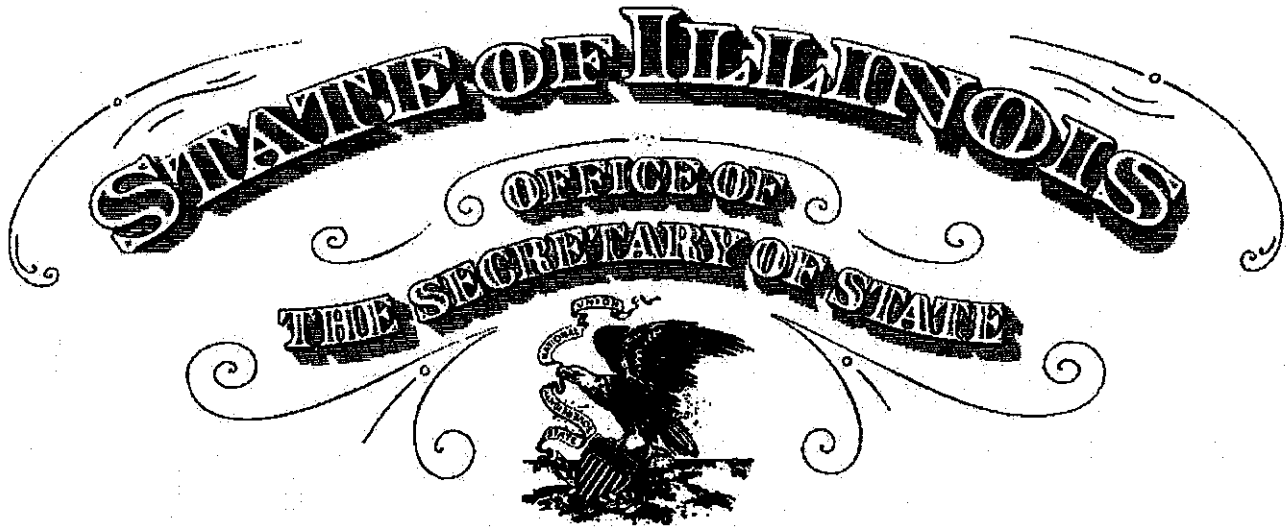
We assigned you a tax classification based on information obtained from you or your representative. It is not a legal determination of your tax classification, and is not binding on the IRS. If you want a legal determination of your tax classification, you may request a private letter ruling from the IRS under the guidelines in Revenue Procedure 2004-1, 2004-1 I.R.B. 1 (or superseding Revenue Procedure for the year at issue). Note: Certain tax classification elections can be requested by filing Form 8832, *Entity Classification Election*. See Form 8832 and its instructions for additional information.

IMPORTANT INFORMATION FOR S CORPORATION ELECTION:

If you intend to elect to file your return as a small business corporation, an election to file a Form 1120-S must be made within certain timeframes and the corporation must meet certain tests. All of this information is included in the instructions for Form 2553, *Election by a Small Business Corporation*.

File Number

7060-801-4



To all to whom these Presents Shall Come, Greeting:

I, Jesse White, Secretary of State of the State of Illinois, do hereby certify that I am the keeper of the records of the Department of Business Services. I certify that

INTEGRAL CONSTRUCTION INC., A DOMESTIC CORPORATION, INCORPORATED UNDER THE LAWS OF THIS STATE ON MARCH 21, 2016, APPEARS TO HAVE COMPLIED WITH ALL THE PROVISIONS OF THE BUSINESS CORPORATION ACT OF THIS STATE, AND AS OF THIS DATE, IS IN GOOD STANDING AS A DOMESTIC CORPORATION IN THE STATE OF ILLINOIS.



In Testimony Whereof, I hereto set
my hand and cause to be affixed the Great Seal of
the State of Illinois, this 24TH
day of MARCH A.D. 2022 .

Jesse White

SECRETARY OF STATE

Authentication #: 2208300196 verifiable until 03/24/2023

Authenticate at: <http://www.ilsos.gov>

Notification of Payment and Filing Requirements

Illinois Withholding Income Tax



April 29, 2016



Letter ID: CNXXX17886792481

Account ID: 81-1896220-000

#BWNKMGV

#CNXX X178 8679 2481#

INTEGRAL CONSTRUCTION INC
4053 183RD ST UNIT 2846
COUNTRY CLUB HILLS IL 60478-3436



Return required: Quarterly
Payment required: Monthly

We recently received your Illinois withholding income tax registration, payment, or return and set up your withholding account. (If you filed this in error, call the Central Registration Division of the Illinois Department of Revenue at 217 785-3707 to cancel your registration.)

You are responsible for submitting withholding income tax

- 1. payments** (Form IL-501) on or before the 15th day of every month following the month of your payroll. For example, withholding from all January payrolls is due February 15.
- 2. returns** (Form IL-941) each quarter for the preceding quarter by the last day of April, July, October, and January of the following year. You are required to file a return even if you have no tax liability for a reporting period.

We offer several electronic options for paying and filing withholding income tax, most are available on our website, tax.illinois.gov. We strongly encourage Illinois taxpayers to use our program, **MyTax Illinois**. **MyTax Illinois** provides a centralized location on the Illinois Department of Revenue website for taxpayers to file returns, make payments, and manage their tax accounts.

Note: If you exceed \$12,000 in withholding during any quarter, you must begin paying electronically using the semi-weekly payment and quarterly return schedule for the following quarter, the remainder of the year, and the subsequent year.

See Publication 131, Withholding Income Tax Payment and Filing Requirements, for more information. If you have questions, visit our website at tax.illinois.gov or call us weekdays between 8 a.m. and 4:30 p.m. at the telephone number listed below.

CENTRAL REGISTRATION DIVISION
ILLINOIS DEPARTMENT OF REVENUE
PO BOX 19030
SPRINGFIELD IL 62794-9030

217 785-3707

Revised Rate Determination



#BWNKMGV
#CNXX X127 1X79 6644#
INTEGRAL CONSTRUCTION INC
INTEGRAL CONSTRUCTION INC
320 ROCBAAR DR
ROMEOLVILLE IL 60446-1169

Mail Date: 12/03/2021
Letter ID: CNXXX1271X796644

Account ID: 4780204
Name: INTEGRAL CONSTRUCTION INC
Protest Due Date: 12/20/2021
For Calendar Year: 2022
Wage Base: \$12,960.00

EXPERIENCE RATING RECORD FOR THE PERIOD ENDING 06/30/2021

BENEFIT CHARGES X BENEFIT CONVERSION = CONVERTED BENEFIT CHARGES / TAXABLE WAGES = BENEFIT RATIO X STATE EXPERIENCE FACTOR + PENALTY RATE + FUND BUILDING RATE = CONTRIBUTION RATE (NEW)

\$11,110.00 138.40 15,376.24 684,858.18 2.2452 111.00 0.000 0.525 3.025%

QUARTERLY DETAIL

QUARTER / YEAR	BENEFIT CHARGES (OLD)	BENEFIT CHARGES (NEW)	TAXABLE WAGES (OLD)	TAXABLE WAGES (NEW)
Q3/2018	\$0.00	\$0.00	\$11,083.05	\$11,083.05
Q4/2018	\$0.00	\$0.00	\$35,711.54	\$35,711.54
Q1/2019	\$0.00	\$0.00	\$120,856.26	\$120,856.26
Q2/2019	\$0.00	\$0.00	\$34,703.93	\$34,703.93
Q3/2019	\$0.00	\$0.00	\$10,748.25	\$10,748.25
Q4/2019	\$0.00	\$0.00	\$25,005.98	\$25,005.98
Q1/2020	\$0.00	\$0.00	\$161,146.74	\$161,146.74
Q2/2020	\$0.00	\$0.00	\$44,527.86	\$44,527.86
Q3/2020	\$0.00	\$0.00	\$9,951.55	\$9,951.55
Q4/2020	\$0.00	\$0.00	\$10,803.02	\$10,803.02
Q1/2021	\$6,060.00	\$6,060.00	\$163,596.95	\$163,596.95
Q2/2021	\$5,050.00	\$5,050.00	\$0.00	\$56,723.05
TOTALS	\$11,110.00	\$11,110.00	\$628,135.13	\$684,858.18

Reason for Calculation: O

Note: The rate is applicable for the entire year.

The rate cannot be lower than 0.200% or higher than 7.100% plus the fund builder and any statutory surcharge.

An employer whose rate is higher than 5.400% and whose total wages for a particular quarter are less than \$50,000.000 pays contributions at 5.400% for that quarter.

AFFILIATE ACCOUNT(S) - Benefit Charges and Taxable Wages are the combination of all accounts in the affiliation. **SUCCESSOR ACCOUNT(S)** - Benefit Charges and Taxable Wages are the combination of your account and predecessor account(s). **NOTE:** If the contributions that you have paid based on the old rate for the year 2022 were computed at a rate lower than the NEW rate then YOU NOW OWE THE DIFFERENCE between the contributions so paid and the amount computed at the NEW rate. If the difference is PAID WITHIN THIRTY (30) DAYS from the date of mailing shown on this notice, your payment will be considered as having been received on the date that the original payment was made in full. If the additional contributions due are not paid WITHIN THIRTY (30) DAYS, interest will accrue from the original due date on the unpaid balance at the rate of 2% per month or 12/365th of 2% per day. Interest will be calculated to the last day of the month preceding the month in which the payment is received. Additional contributions due, if any, will be stated in a separate Statement of Account.

IF ADDITIONAL PAYMENT IS REQUIRED, MAIL PAYMENT WITH A PAYMENT COUPON or submit your payment online at mytax.illinois.gov. If the contributions that you have paid based on the old rate for the year were computed at a rate higher than the new rate, you may have a credit on your account. You may request a refund for this amount online at mytax.illinois.gov or by writing to the address listed below.

APPLICATION FOR REVIEW - If you have a basis for protesting this rate determination, you may file the attached application for review. Such

IDES-RATE(N-07/17)



Mail Date: 12/03/2021
Letter ID: CNXXX1271X796644
Account ID: 4780204

Application for Review of Rate Determination

Account ID: 4780204 Protest Due Date: 12/20/2021 For Calendar Year: 2022

APPLICATION FOR REVIEW OF REVISED RATE DETERMINATION

What type of protest are you filing? (Check one)

- () Taxable Wages
() Benefit Charges
() Both Benefit Charges and Taxable Wages
() Other. Please Explain:

CONTRIBUTION RATE	
OLD	NEW
3.225%	3.025%

IDES RECORD					EMPLOYER RECORD	
BENEFIT CHARGES			TAXABLE WAGES		BENEFIT CHARGES	TAXABLE WAGES
QTR/YR	OLD	NEW	OLD	NEW		
Q3/2018	\$0.00	\$0.00	\$11,083.05	\$11,083.05		
Q4/2018	\$0.00	\$0.00	\$35,711.54	\$35,711.54		
Q1/2019	\$0.00	\$0.00	\$120,856.26	\$120,856.26		
Q2/2019	\$0.00	\$0.00	\$34,703.93	\$34,703.93		
Q3/2019	\$0.00	\$0.00	\$10,748.25	\$10,748.25		
Q4/2019	\$0.00	\$0.00	\$25,005.98	\$25,005.98		
Q1/2020	\$0.00	\$0.00	\$161,146.74	\$161,146.74		
Q2/2020	\$0.00	\$0.00	\$44,527.86	\$44,527.86		
Q3/2020	\$0.00	\$0.00	\$9,951.55	\$9,951.55		
Q4/2020	\$0.00	\$0.00	\$10,803.02	\$10,803.02		
Q1/2021	\$6,060.00	\$6,060.00	\$163,596.95	\$163,596.95		
Q2/2021	\$5,050.00	\$5,050.00	\$0.00	\$56,723.05		
TOTALS	\$11,110.00	\$11,110.00	\$628,135.13	\$684,858.18		

INFORMATION AND ATTACHMENTS: () UI-3/40 () REG-UI-1 () UI-50A () Director's Order allowing BEN 118 Protest

() Other _____

IMPORTANT: This application for review setting forth specific reasons in support thereof, must be filed within **15 DAYS** after the date of mailing. Protests are considered timely only if submitted online at mytax.illinois.gov, postmarked, faxed, or delivered on or before the protest due date indicated above.

MAIL TO:

ILLINOIS DEPARTMENT OF EMPLOYMENT SECURITY
33 S STATE ST, 10TH FLOOR
CHICAGO, IL 60603-2802

FAX TO:

(217) 557-1948

Signed: _____ Title: _____

Telephone: _____ Date: _____



Illinois Chapter

Your Merit Shop Voice Across Illinois

November 1, 2021

To Whom It May Concern,

Pursuant to Section 30-20 of the Illinois Procurement Code (30 ILCS 500/30-22 (6)), this letter is to verify that Integral Construction Inc. is a member in good standing through December 31, 2022 with Associated Builders and Contractors – Illinois Chapter. Please be advised that our Association offers apprenticeship programs certified by the United States Department of Labor.

If you need any further information or verification, please feel free to contact me.

Thank you,

Alicia Martin

President

Associated Builders & Contractors, Inc. – Illinois Chapter

The United States Department of Labor

Office of Apprenticeship

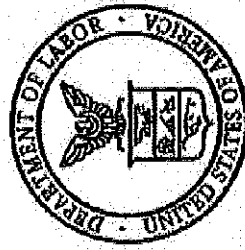
Certificate of Registration of Apprenticeship Program

Associated Builders & Contractors of Illinois, Inc.

Elk Grove Village, Illinois

For the Trades - Carpenter, Electrician, Operating Engineer, Painter
Pipefitter, Plumber, Welder, Cement Mason, Roofer, Construction Craft Laborer
Heating & Air Conditioning Mechanic & Installer, Ironworker and Boilermaker

*Registered as part of the National Apprenticeship System
in accordance with the basic standards of apprenticeship
established by the Secretary of Labor*



February 22, 1989

Date Revised June 11, 2019

IL008890010

Registration No.

John V. Kelly

Administrator, Office of Apprenticeship



Illinois Chapter

Your Merit Shop Voice Across Illinois

November 1, 2021

Dear Christopher and Integral Construction Inc. Team,

For over 40 years, ABC has been the leading voice in Illinois promoting free enterprise within the construction industry. Our members believe in fair and open competition where projects are awarded to the most qualified contractor who delivers the best value through exceptional workmanship and service.

We appreciate your hard work and commitment to the merit shop philosophy. We are working every day to advocate for your business by breaking down barriers that might impede your ability to win work and deliver that work safely, ethically, and profitably in the communities where you work. During this unprecedented pandemic of COVID-19 our team continues to work relentlessly to keep you up to date with the most current work rules and compliance requirements keeping you informed of any new developments.

Your investment gives us the resources we need to represent you on issues critical to the industry, offering aggressive political and legislative advocacy, safety programs, management education, craft training, networking opportunities and business development tools.

The chapter is working tirelessly on multiple fronts with community partners to attract talented people to the construction industry. We will continue to strengthen and expand our training programs to ensure we meet your training needs. We all need to be ambassadors for our industry in cultivating a skilled workforce in the future.

Thank you for your continued confidence and support.
We look forward to serving you in 2022!

Sincerely,

A handwritten signature in cursive script that reads 'Alicia Martin'.

Alicia Martin
President
Associated Builders & Contractors, Inc. – Illinois Chapter



CERTIFICATE OF MEMBERSHIP

THIS IS TO PROUDLY
CERTIFY THAT

Integral Construction Inc.

IS A MEMBER IN GOOD STANDING OF ASSOCIATED
BUILDERS & CONTRACTORS, INC. - ILLINOIS CHAPTER
FOR THE YEAR OF 2022

Alicia Martin

PRESIDENT

600 S. SECOND, SUITE 403
SPRINGFIELD, IL 62704
(217) 523-4692

2458 ELMHURST ROAD
ELK GROVE VILLAGE, IL 60007
(847) 709-2960



SUBSTANCE ABUSE PREVENTION POLICY

Integral Construction Inc. is committed to taking any and all reasonable actions to create and maintain a workplace free from any substance abuse.

Integral Construction Inc. will work diligently to increase awareness of the dangers of substance abuse within our workplace and throughout the construction industry.

Disclaimer: This policy is intended for reference purposes only and all applicable state and local laws or statutes shall be consulted and enforced prior to implementation.



SCOPE OF POLICY

This document contains procedures for implementing a drug and alcohol testing program, Integral Construction Inc. prohibits the use, possession, sale, purchase, manufacture, distribution, transfer or consumption of alcohol and all illegal drugs, including legally regulated drugs.

This program applies to all employees and potential employees of the company, as well as subcontractors at all tiers, including non-bargaining and bargaining unit employees.

DEFINITIONS

Banned Substances: Illegal substances, as defined by federal/state laws, including:

- a. Amphetamines
- b. Opiates
- c. Phencyclidine (PCP)
- d. Cocaine
- e. THC (Marijuana/Cannabinoids)
- f. Intoxicants (drug and alcohol)
- g. Synthetic drugs

Third-Party Administrator: Integral Construction Inc. may retain a third-party administrator to perform testing and reporting procedures. See Appendix A: Additional Definitions.

POLICIES AND PROCEDURES

A urine drug screen shall be administered under the following circumstances.

1. **Pre-Hire Drug Screening.** All potential employees must submit to a urine drug screen no later than the commencement of employment. Pre-hire drug screening will test for the presence of illegal drugs and substances and the illegal use of prescription drugs. This screen does not include an alcohol test. Potential employees who refuse to submit to this test will not be permitted to work for the company.

If the employer participates in a pre-screen/certification program through a collective bargaining agreement (CBA) or other arrangement, and the potential employee has undergone a prior screening to which, through the CBA or other arrangement, the company is provided access to the results/certification, then the potential employee shall be deemed to have complied with the company's pre-hire drug screening requirements.

2. **Existing Employees.** Existing employees who are transferred from another location must submit to a urine drug screen prior to entering the jobsite. This screen tests for the presence of



5. A split sample consisting of two urine collection containers sealed in a plastic container will be furnished to the applicant. (Note: Testing may be performed by a third-party administrator.) The containers must contain an amount of urine sufficient for one Enzyme Medical Immunoassay Test (EMIT) and two Gas Chromatography/Mass Spectrometry (GC/MS) tests (no less than 2 ounces of urine per container). Each applicant's urine specimen will be collected and temperature tested for verification. The second container will be used in the event the first container becomes contaminated.
6. Before the specimen leaves the applicant's sight, the urine containers will be sealed with security tape that has been initialed by applicant.
7. Specimens collected onsite will be transported to a laboratory in accordance with the chain of custody procedures. A portion of the sample will be tested using the EMIT; if positive, another portion and/or the split sample will be tested for verification using the GC/MS test.
8. The remainder of the urine specimen and split sample will remain at the laboratory for 30 days following the test.
9. Upon signing a form giving consent to use the urine sample for drug screening, the applicant is eligible for employment on a 72-hour probationary basis. This consent form is co-signed by the collection specialist.
10. Any applicant who refuses to submit to a drug screening will not be eligible for employment.
11. The employer receives the drug test results within 72 hours. If the applicant's test results in a confirmed positive, as confirmed by a medical review officer (MRO), he/she will be terminated immediately and paid for all hours worked, if permissible by state/local law. The individual will not be eligible for employment with the employer for a period to be determined by the employer, not exceeding one year. If hired later by the employer, and contingent on a negative drug screen, the employee may be tested periodically without notice for a period of up to one year from the date of hire.
12. If any individual who has tested positive by the MRO wants to confirm the results of the GC/MS test, he/she may do so by having a GC/MS test performed on the previously collected split urine specimen at a certified National Institute on Drug Abuse (NIDA) or Substance Abuse and Mental Health Services Administration (SAMHSA) laboratory of his/her choice. The specimen will be shipped directly from the employer's lab to the lab of the employee's choice. The costs of this test will be borne by the employee. If the results of this test are negative, the individual will be reinstated with full back pay and benefits, and will be reimbursed for the cost of the test. The individual must exercise the option of a second GC/MS test within 24 hours of being notified of the positive results.



2. Testing of this type will not be conducted without the written approval of the company's superintendent or designated manager. The jobsite superintendent or designated manager must document in writing who is to be tested and why the test was ordered, including the specific objective facts constituting reasonable suspicion leading to the test being ordered, and the name of any source(s) of this information. One copy of this document shall be given to the employee before he/she is required to be tested. After receiving a copy of the document, the affected employee shall be given enough time to read the document.
3. When a supervisor, higher ranking employee or other managerial personnel has reasonable suspicion to believe an employee is using, consuming or under the influence of an alcoholic beverage, non-prescription controlled substance (other than over-the-counter medication), and/or non-prescribed narcotic drug while on duty, that person will notify the jobsite superintendent or designated manager for the purpose of observation and confirmation of the employee's condition. The employee will be given an opportunity to explain his/her condition, such as reaction to a prescribed drug, fatigue, lack of sleep, exposure to noxious fumes, reaction to over-the-counter medication or illness. If, after this explanation, the jobsite superintendent or designated manager continues to have reasonable suspicion that the employee is using, consuming and/or under the influence of an alcoholic beverage, non-prescribed controlled substance or non-prescribed narcotic while on duty, then, by a written order signed by the superintendent or designated manager, the employee may be ordered to immediately submit to a drug and alcohol screen. Refusal to submit to testing after being ordered to do so may result in disciplinary action up to and including discharge.
4. Employee drug screens for cause will include testing for alcohol, as well as the same drugs as the pre-hire screening test. Each employee will read and execute a consent form prior to any test being administered. Failure to execute the consent form will result in termination.
5. Reasonable suspicion testing shall be performed at a NIDA/SAMI-ISA-approved clinic. The individual will be immediately accompanied to the clinic by a company representative. Samples will be taken as per the pre-hire procedure.
6. An EMIT test and, if positive, a confirming GC/MS test, will be performed on the urine sample. The remainder of the sample and the split sample will be stored at the laboratory for 30 days.
7. If an employee's test is positive, his/her employment will be terminated immediately. The employee will be given a copy of the results of the drug screen. He/she may have the second container tested at his/her own expense as per the pre-hire procedure.
8. Alcohol detection will be based on a evidential breath alcohol device approved by the National Highway Traffic Safety Act. If an employee's test results indicate he/she is legally intoxicated at or above the state of jurisdiction's legal limit, he/she may be subject to discipline up to and including discharge.



VII. Drug and Alcohol Testing Requirements for Employees with a Commercial Driver's License (CDL)

The United States Department of Transportation (DOT) requires that all employees maintaining a CDL and operating commercial motor vehicles be subjected to the drug screen policies outlined in the "Testing Procedures" section of this document. CDL employees, per the DOT, are required to submit to a minimum five-panel drug screen for the presence of:

1. Amphetamines
2. Opiates
3. Phencyclidine (PCP)
4. Cocaine
5. THC (Marijuana/Canabinoids)

A positive test result requires the employee to be immediately removed from operating any commercial motor vehicles on public roadways. In addition, employees whose test produces a positive result must complete return-to-duty and follow-up testing after completion of an approved rehabilitation program as prescribed by a substance abuse professional. Follow-up testing must include a minimum of six unannounced, directly observed drug screens within 12 months of the initial return-to-duty screen following the procedures outlined in Section V (Random Testing).

For more information on the DOT's CDL drug screening requirements, visit:
http://www.fmcsa.dot.gov/documents/Drug_Alcohol_Test_Brochure2009_5_08_compliant_rev2.pdf

VIII. Disciplinary Policies and Procedures

For examples of disciplinary procedures and appeals processes, visit the "Best Practices" section of the Construction Coalition for a Drug- and Alcohol-Free Workplace website at www.drugfreeconstruction.com.

First Offense

Disciplinary actions defined by the company

Second Offense

Disciplinary actions defined by the company.

Appealing Disciplinary Action



SAMPLE CONSENT FORM

Pre Hire

Release form for obtaining urine samples for drug screening and permission to furnish the results to the company.

For Cause

Release form for obtaining urine samples for drug screening and permission to furnish the results to the company.

Release form for obtaining NHTSA-approved evidential breath alcohol test and permission to furnish the results to the company.

Post Incident

Release form for obtaining test samples for drug and alcohol screening following any incident requiring medical care.

I hereby authorize the *Company*, its physicians or agents, to take the indicated sample from me to use for the purposes indicated above. I understand why these samples are being requested and I give permission for the results to be released to the company and to my employer (if different).

I further release and hold harmless the owner, the company and its subcontractors from any consequences arising out of the drug and/or alcohol test or results therefrom.

Name (please print)

Social Security Number

Signature (required)

Date

Street

City

State

Zip

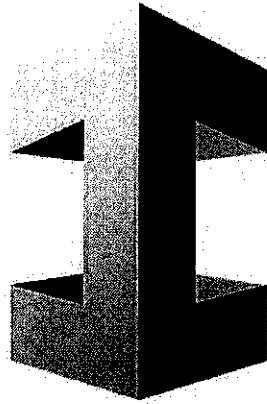
Phone Number (with area code)

Witness

Date

Employer

Occupation



INTEGRALTM
CONSTRUCTION, INC.

IS COMMITTED TO PROVIDING A
SAFEWORKING ENVIRONMENT

PLEASE REPORT CONCERNS TO YOUR
SUPERINTENDENT

OR

TO **CONFIDENTIALLY** REPORT UNSAFE
CONDITIONS, PLEASE LEAVE A
VOICEMAIL WITH

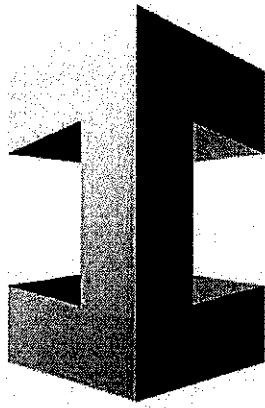
(1) THE JOB SITE

(2) YOUR CONCERN(S)

ON THE

SAFETY HOTLINE

(844) 317-7403 x102



INTEGRALTM
CONSTRUCTION, INC.

Health and Safety Program

Article I – Policy

Integral Construction, Inc. pledges itself to a policy of providing a healthy and safe place of employment for all of its employees. In order to accomplish this goal, Integral Construction, Inc. will abide by all applicable Federal, State and Local safety regulations which pertain to its business and will initiate safety regulations of its own whenever an unsafe condition or practice not covered by the government regulations is discovered. The company will endeavor to ensure that safety practices as dictated by locations and circumstances are always followed.

It is company policy to provide a safe environment for our employees and the visiting public. Safety is paramount and short cuts will not be tolerated. We intend to comply with the Occupational Safety and Health Administration Act supplemented by our own rules to eliminate the possibility of accidents.

12. Conduct weekly safety reviews, initiate corrective actions for hazards found, and issue written warnings to employees/subcontractors observed violating this program or OSHA regulations. Ensure that no unsafe conditions exist in the work area or other areas under the company's control and accessible to workers;
13. Review all accidents with the foreman, file accident reports (See attached form), and ensure, if necessary, corrective action is immediately taken;
14. Have this program available for the inspection by the employees;
15. Make certain that all injuries are properly and promptly cared for;
16. Collect subcontractors' tool box talks on a weekly basis.

C. To realize the policy of Integral Construction, Inc. as stated in Article I, above, every foreman shall:

1. Follow and enforce the Integral Construction, Inc. Health and Safety Program.
2. Monitor subcontractors' safety, taking corrective action where improper safety hazards exist.
3. Enforce the use of proper personal protective equipment.
4. Ensure prompt first aid is administered to injured employees.
5. Lead by example.

D. To realize the policy of Integral Construction, Inc. as stated in Article I, above, every employee is to:

1. Work only according to good safety practices;
2. Refrain from committing any unsafe act or practice that might endanger himself or another person;
3. Properly use all safety devices and equipment provided for his protection;
4. Immediately report any unsafe conditions or practices to the foreman or Job Superintendent;
5. Assume responsibility for his thoughtless or deliberate acts that can cause injury to himself or to others; and
6. Continue to follow safe practices at all times when on the job-site, whether or not he is then working on the job.

Article III: Safety Training, Planning, and Coordination

Safety Training

New Worker Orientation

Prior to beginning work at the project site, all subcontractor employees shall be given a comprehensive safety orientation by their foreman. This orientation should include a review of safety rules, disciplinary procedures, hazards at the site and the accident reporting procedures.

Other Training

All employees shall be trained in the safe working practices of their respective trade. Site specific training will be provided on an as need basis. All employees shall attend the weekly safety meetings (tool box talks). All training shall be documented.

Safety Planning

Integral Construction, Inc.'s Project Management Team shall include safety planning in all coordination meetings with all subcontractors at the project site. Such planning shall include a review of the construction methods, tools, equipment, Material Safety Data Sheets (MSDS) of the products to be used, protective equipment, and personnel assigned to the task. The purpose of the review shall be to determine any potential unsafe conditions or acts inherent in the work and which safety rules or regulations may be applicable to control the hazards.

Subcontractors shall comply with all safety instructions issued by Integral Construction Inc., in the safety planning.

Subcontractors shall conduct similar safety planning internally with their respective personnel. Supervisors and foremen shall issue safety instructions relating to the work to all employees when making work assignments.

Subcontractors Tool Box Talks

Subcontractors are required to schedule and conduct weekly safety meetings with their personnel similar to those outlined above. It is essential to the overall coordination of job safety that subcontractors conduct such meetings to disseminate to their personnel. Copies of the tool box talks shall be submitted to the Integral Construction, Inc. Superintendent on a weekly basis.

Hazard Reporting

Employees, subcontractors and their workers observing safety hazards or violations of safety rules and regulations, which are beyond their ability or authorization to correct or control, shall report them promptly to the Integral Construction, Inc. Superintendent for investigation and correction.

1. 1st Citation: A verbal warning will be given:
2. 2nd Citation: Notice is sent to the contractor. Worker must meet with the Integral Construction, Inc. Superintendent to review the violation to be sure the worker knows how serious this citation is and what corrective action must be taken.
3. 3rd Citation: Subcontractor worker will be banned from further access to the site.

“Immediate removal from the property” will result when:

1. Any worker, supervisor, or manager exposes themselves or other workers to potential injury and loss of life.
2. Any worker, supervisor, or manager openly exhibits disregard, defiance or disrespect for the safety plan.
3. Any worker, supervisor, or manager knowingly falsifies any investigative document or testimony involved in an investigation.
4. Violation physical encounters (fighting) occurs. All individuals involved in the incident are subject to removal.
5. Threats or harassing behavior are made against any personnel.
6. Theft or destruction of property occurs.
7. Any worker, supervisor, or manager consumes, possesses, distributes or is under the influence of alcohol/drugs.
8. Other Citations: Violations of safety, traffic, housekeeping or material storage rules.

Dispute Resolution

All disputes shall be resolved by Integral Construction, Inc. whose decision is final and not subject to any arbitration. Any potential return of personnel shall be at the discretion of the project superintendent.

Correction of Violations

All supervisors, managers, workers, or safety personnel have the authority to correct violations of safety regulations and/or unsafe conditions on the spot.

2. Reasonable Cause:

Any employee displaying behavior defined as excessive tardiness, excessive absenteeism, or erratic behavior such as noticeable imbalance, incoherence, disorientation, or projecting a noticeable odor of alcohol or drugs may be subject to a chemical screening. Failure to submit to chemical screening will result in immediate termination.

Prescription Drugs

Any employee using a prescription drug which may impair mental or motor functions shall inform the Company of such drug use. For the safety of all employees, Integral Construction, Inc. may (1) place the employee on temporary medical leave until released as fit for duty by the prescribing physician or (2) temporarily reassign the employee to duties commensurable with the employee's ability to perform. Integral Construction, Inc. reserves the right to have its physician determine if a prescription drug produces hazardous effects or to restrict the quantity the employee is allowed to bring to the workplace.

Confidentiality

Information and records relating to positive test results, drug and alcohol dependencies, and legitimate medical explanations shall be kept confidential to the extent required by law and maintained in secure files separate from normal personnel files. Such records and information may be disclosed among managers and supervisors on a need-to-know basis and may also be disclosed where relevant to a grievance, charge, claim, or other legal proceeding initiated by or on behalf of an employee.

Collection and Testing Procedures

Employees subject to alcohol or drug testing shall be driven or sent to a company designated medical facility and directed to provide breath and/or urine specimens.

Drug testing shall be Enzyme Multiplied Immunoassay Technique (EMIT), performed according to the National Institute of Drug Abuse (NIDA) standards by a NIDA-certified laboratory. Any positive result is confirmed by gas chromatography with mass spectrometry (gc/ms). The Chain of Custody shall be arranged through the participating clinic. The levels of acceptance (rejection) for drugs shall be as follows:

Substance	Screening Threshold	Confirmation Threshold
Amphetamines	1000 ng/ml	500 ng/ml
Barbiturates	300 ng/ml	300 ng/ml
Benzodiazepines	300 ng/ml	300 ng/ml
Cocaine Metabolites	300 ng/ml	150 ng/ml
Opiates Phencyclidine	300 ng/ml	300 ng/ml
(PCP) Marijuana	25 ng/ml	25 ng/ml
Metabolite Methadone	20 ng/ml	15 ng/ml
Methaqualone	300 ng/ml	300 ng/ml
Propoxyphene	300 ng/ml	300 ng/ml
	300 ng/ml	300 ng/ml

2. That failure of such a test during this period or employee's refusal to submit to such testing shall be grounds for immediate dismissal;
3. That the employee must maintain an acceptable attendance and performance record and comply with all other policies upon his/her return to work;
4. That the employee will participate in the follow-up treatment and/or counseling recommended by the treatment program.

Convictions of Criminal Drug Statutes

Any employee convicted of violation of a criminal drug statute occurring in the workplace must notify Integral Construction, Inc. no later than five (5) calendar days after such a conviction. Any employee failing to notify the company of such a conviction will be subject to dismissal from employment with Integral Construction, Inc.

Integral Construction, Inc. reserves the right to discipline or terminate employees convicted of an offense which involves the use, sale, or possession of illegal drugs in the workplace.

Employee and Supervisory Education

The Human Resources Department will be available to assist with employee and supervisory education and training regarding the dangers of drug and alcohol use in the workplace. Materials on drug and alcohol use will be made available to both employees and supervision.

10. General uses of photographs:

- a. Orientation to the scene of the accident
- b. Record of the detail of injury and damage
- c. Record of relative positions of large numbers of items or damage fragments
- d. Evidence of deterioration, abuse, or lack of proper maintenance
- e. Location of parts or other evidence overlooked during early stages of investigation

18. Marking photographs: Mark the following information on the photo:

- a. Date Taken _____
- b. Job _____
- c. Photo Of _____
- d. Taken By _____ (Signature)

If non-emergency medical treatment is required, transportation will be provided for the injured employee or worker. If accessibility is a problem because the jobsite is located in highly congested area, a cab service may be used for first aid cases only. A company representative must accompany the injured employee or worker.

Employees/workers shall not be permitted to provide their own transportation for the initial visit to the doctor for a job related injury.

Subcontractors calling for emergency services shall notify Integral Construction, Inc. immediately.

Subcontractors calling for emergency services shall dispatch personnel to vehicular entry gates to receive emergency vehicles upon their arrival and direct them to the location of the emergency.

Subcontractors shall comply with all other procedures for emergency services that may be established at a later date by Integral Construction, Inc..

All contractors at the project site shall evaluate their first aid kit to determine that the medical products in that kit are adequate to meet any safety hazards noted in their Material Safety Data Sheets.

Reporting Fatalities and Hospitalizations

Within eight (8) hours after the death of any employee from a work-related incident or the inpatient hospitalization of three or more employees as a result of a work-related incident, the Safety Manager is responsible for reporting the fatality and/or multiple hospitalization by telephone or in person to Area Office of the Occupational Safety and Health Administration (OSHA), U.S. Department of Labor, that is nearest to the site of the incident.

Interviewing Procedures

1. Explain to the employee(s) that the purpose of the interview is to learn what occurred so that future accidents may be prevented. Never place blame.
2. Questions should be asked to establish: what the employee was doing, how they were doing it and what exactly happened. Additionally, these questions should be asked during the interview:
 - a. When did it occur?
 - b. When do similar conditions occur?
 - c. Who was responsible for it?
 - d. Who can give answers?
 - e. Who should take corrective action?
 - f. How can it be corrected or avoided in the future?
3. Phrase questions so that the employee is required to give a descriptive answer, not a yes/no answer. Do not phrase questions so that the employee becomes defensive. Do not try to corner the individual, even when their version contradicts itself.
4. Close the interview by discussing how to prevent recurrence, have employee offer suggestions.
5. No attempt should be made to write the accident report while interviewing.
6. When practical, interview at the scene of the accident, and never in a group.
7. If additional information is required, re-enacting the accident/incident should be performed without onlookers. In the demonstration the employee should be warned not to repeat the unsafe act.
8. Interview witnesses and complete the witness statement.

Prevention of Reoccurrence

1. Evaluate and analyze all data, reports, and documentation to identify causes.
2. Take steps to implement procedures of prevention within scope of operations.
3. Maintain and monitor accident logs.

Article IX Return to Work

If an employee is disabled for any reason, every reasonable effort will be made to return the worker to work, with approval of their medical provider, at the earliest possible time. The decision of returning an injured worker to the job will involve the medical provider, the insurance carrier and Integral Construction, Inc.', Inc. management.

Description of a RTW/Transitional Work Program

Transitional work is defined as the period of time when the employee returns back to the workplace with restrictions, modifications, or in an alternative capacity until they progress back into their full job duties. Transitional work is temporary in nature and is the graduated return to work based on the employee's progress during the recovery process. As indicated, transitional work is temporary in nature and may last up to 90 calendar days.

Purpose and Goals

1. Reduce the medical, disability, and lost time costs.
2. Reduce indirect accident costs.
3. Establish a more stable workforce.
4. Enhance the physical and psychological recovery process for the injured worker.
5. Enhance the injured employee's sense of confidence and well-being.
6. Minimize the chance of re-injury.

Return to Work Procedures: Assignment to Transitional Work

The purpose of transitional work is to safely reintegrate the employee back into the work environment as soon as possible. It is neither a respite nor is it punitive in nature, nor is it to create an undue hardship on the operations of each respective department. We will make an effort to bring our employees back to work whenever possible. The work will be contributory and add value to our companies work efforts. The task that the employee will be performing will contribute to daily business operations in a beneficial manner.

Return to Work Placement Process

1. Upon receiving appropriate documentation from a physician the employee may RTW on a temporary transitional work basis for a period of up to 90 DAYS.
2. In order that the employee and their immediate supervisor understand the restrictions and transitional work assignment, the Employee RTW letter needs to be sent to the employee who is returning to work.
3. Transitional work restrictions may require an employee to change shifts in order to accommodate their restrictions. Therefore, employees working on transitional duty must be available to work any shift as necessary.

Article X Other Emergencies

Emergency and Fire Alarm

Integral Construction, Inc. shall provide for an alarm system by sounding an air horn to indicate an evacuation of the project. All workers and visitors should meet at the designated area, by the Integral Construction, Inc.'s trailer, unless otherwise notified. All workers should meet with their foreman for a head count. Integral Construction, Inc. shall notify all employees and subcontractors when it safe to return to the project.

Weather Related Emergencies:

If there is a weather related emergency, such as severe wind, tornado, lightning, etc. that could endanger employees, follow the below procedures unless the project has implemented other procedures:

1. Alert all personnel.
2. Go to and direct all personnel to a structural inside wall.
3. Keep all personnel away from windows or glass.
4. Remain in sheltered area until all clear is announced.
5. Report all injuries.

Evacuations:

1. Alert all personnel.
2. Follow the site's evacuation plan. If there is no site plan, all personnel should meet at Integral Construction, Inc.'s job trailer or field office.
3. All workers shall remain at this designated area until he/she has been accounted for.

Inspection Procedures

1. Opening Conference
 - a. The OSHA compliance officer will inform management of their purpose and outline inspection plans
 - b. The officer may want to talk with all of the subcontractors of the job
 - c. Be prepared to show the officer the OSHA 300 Log, MSDS, and Health and Safety program
2. Jobsite Tour
 - a. Try to correct the violation immediately, if possible
 - b. Walk the jobsite with the officer and take notes
 - c. Take pictures every time the officer takes pictures
 - d. Officers are required to comply with all employer safety and health rules and practices at the project.
3. Closing Conference
 - a. The officer will review all violations
 - b. Take good notes pertaining to alleged violations
 - c. Do not argue with the officer

Other Precautions

1. Be knowledgeable of what is contained in the Health and Safety manual.
2. Note in what areas pictures were taken.
3. Be certain as to the time allowed for abatement of the alleged violation.

17. Know the location of fire extinguishers and first aid kits.
18. Electric power tools must be grounded or double insulated, with guards in place. GFCIs are required for all extension cords.
19. Do not use equipment beyond its rated capabilities.
20. Know and follow all jobsite safety rules.
21. Participate in Company safety training.

1. At the end of each workday, or when work is suspended for a substantial period of time, compressed gas cylinder valves must be closed, regulators removed and properly stored.
2. Cylinders may remain within their carrier, provided it is intended for this purpose (steel fire wall divider) or otherwise firmly secured in an upright position with valve protection caps in place. Flammable gas and oxygen cylinders must be stored 20' apart if not in above type cart.
3. Compressed gas cylinders shall not be stored in confined spaces or gang boxes within the structure.
4. Contractors using compressed gas cylinders will be required to provide their company identification on any cylinder.
5. No crane hoisting of cylinders except in proper carriers with regulators removed.

CONCRETE

Unless otherwise specified by the contract, the concrete subcontractor is responsible for implementation of all safety requirements set forth in this manual on all floors and formwork under his control until turned over to and accepted by Integral Construction, Inc.

Portland cement is a generic term used to describe a variety of building materials valued for their strong adhesive properties when mixed with water. Workers who work with Portland cement are at risk of developing skin problems, ranging from mild and brief to severe and chronic. Wet Portland cement can damage the skin because it is caustic, abrasive, and absorbs moisture. Portland cement also contains trace amounts of hexavalent chromium [Cr(VI)], a toxin harmful to the skin. Dry Portland cement is less hazardous to the skin because it is not as caustic as wet cement.

Wet Portland cement can cause caustic burns, sometimes referred to as *cement burns*. Cement burns may result in blisters, dead or hardened skin, or black or green skin. In severe cases, these burns may extend to the bone and cause disfiguring scars or disability. Workers cannot rely on pain or discomfort to alert them to cement burns because cement burns may not cause immediate pain or discomfort. By the time a worker becomes aware of a cement burn, much damage has already been done. Cement burns can get worse even after skin contact with cement has ended. Any worker experiencing a cement burn is advised to see a health care professional immediately.

Preventing Concrete Burns

An adequate water supply, non-alkaline soap, and clean towels should be available to permit workers to immediately wash off any concrete that may be splashed onto exposed skin. A solution of 1 part household vinegar and 10 parts of water or a commercial buffering solution should be available for workers to wash off with, as the solution will neutralize the caustics in the concrete.

Prior To Commencing Placement

- f. Licensed crane operator and oiler; and
 - g. Any other parties the department deems necessary.
3. A pre-jump safety meeting must be held.
 4. Erection, jumping, climbing, and dismantling operations shall be carried out in accordance with local regulations and OSHA 1926.1400.

General Crane Requirements

1. Cranes shall not be operated beyond manufacturer's rated capacities and limits. Rated load capacities, recommended operating speeds, and manufacturer's operating instructions shall be posted conspicuously at the operator's station.
2. Illustrated hand signals for cranes shall be posted on the crane. Signals shall be those of ANSI standards for the type of crane in use. Only certified crane signal persons shall signal the crane. Only one person shall be designated as a signaller. He or she shall be stationed in full view of the operator and use approved signals as posted on the crane.
3. Communication with tower cranes may also include a hard wired V.O.X.
4. The subcontractor shall designate the operator or oiler to inspect the crane prior to and during each use to make sure it is in safe operating condition. All defects shall be corrected before continued use.
5. Accessible areas within the swing radius of the rotating superstructure of cranes shall be barricaded in such a manner as to prevent a worker from being struck or crushed by the crane.
6. Modifications or additions that affect the capacity or safe operation of the crane shall not be made without the manufacturer's written approval.
7. All booms and jibs shall have positive stops to prevent their movement beyond 5 degrees of vertical. Cable type belly slings are not acceptable as boom or job stops.
8. Employees working on horizontal booms of tower cranes shall be protected against falling by guardrails or by personal fall arrest systems.
9. Cracked, distorted, or broken window glass in cabs of cranes is prohibited.
10. Riding the lifting line, ball, hook or suspended load of any crane is prohibited.
11. Operators of cranes shall not pass suspended loads over the heads of employees or the public below.
12. Cranes with outriggers or stabilizers shall not be operated unless the outriggers or stabilizers are fully extended and set in place, unless using the "on rubber" load chart.
13. A fire extinguisher with a minimum rating of 10-B:C shall be provided either in the crane or in the immediate vicinity of the crane.
14. An additional fire extinguisher with a minimum 10-B:C must be located within 10 feet of any fueling operation.

5. Annual-by a qualified person. The Subcontractor shall provide a current annual inspection certificate of the crane to Integral Construction, Inc. prior to using the crane.

Outriggers and Stabilizers

1. When the load to be handled and the operating radius require the use of outriggers or stabilizers, or at any time when outriggers or stabilizers are used, all of the following requirements must be met (except as otherwise indicated):
 - a. The outriggers or stabilizers must be either fully extended or, if manufacturer procedures permit, deployed as specified in the load chart.
 - b. The outriggers must be set to remove the equipment weight from the wheels.
 - c. When outrigger floats are used, they must be attached to the outriggers.
 - d. When stabilizer floats are used, they must be attached to the stabilizers.
 - e. Each outrigger or stabilizer must be visible to the operator or to a signal person during extension and setting.
 - f. Outrigger and stabilizer blocking must be placed only under the outrigger or stabilizer float/pad of the jack or, where the outrigger or stabilizer is designed without a jack, under the outer bearing surface of the extended outrigger or stabilizer beam.

Critical Lifts

1. Will be defined as a lift which meet any of the following conditions:
 - a. Lifts over live process lines, critical equipment, high voltage power lines, or other lifts which may jeopardize personnel and/or plant operations.
 - b. Lifts of 25,000 pounds (11,360 Kg) or 75% of the cranes rated capacity.
 - c. Multi-crane lifts.
 - d. Single crane lifts exceeding 75% of the crane's rated capacity, regardless of weight.
 - e. Man basket lifts.

Working Near Overhead Power Lines

Power Line Safety (up to 350kV)

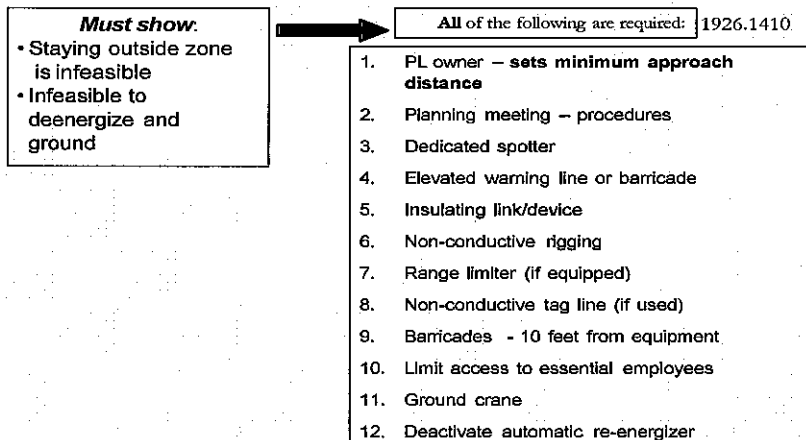
1. Identify Work Zone

2. For power lines over 1000kV, the minimum clearance must be established by the utility owner or registered professional engineer who is a qualified person with respect to electrical power transmission.

Intentionally working closer than Table A Zone

1. Contractor must consult with the utility owner before deciding that it is infeasible to de-energize and ground the lines or relocate them.
2. Contractor can establish this distance by either having the utility owner determine the minimum clearance distance that must be maintained or by having a registered professional engineer who is a qualified person with respect to electrical transmission and distribution determine the minimum clearance distance that must be maintained.

Intentionally Working Closer Than Table A Zone



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Power lines are presumed energized unless the utility owner confirms that the power line has been and continues to be de-energized and the lines are visibly grounded at the worksite

Training of employees

1. Any employee working near a power line must be trained to recognize the hazards, the procedures if contact is made, and safe clearance.

ELECTRICAL SAFETY

1. All electrical work installation and wire capacities, both temporary and permanent, shall be in accordance with the National Electrical Code.
2. All electrical equipment whether portable or fixed shall be grounded, unless double insulated.

2. Determination of energy sources. With due consideration to the scope of work, all potential energy sources to the area or work shall be determined in advance by competent supervisory personnel. Special caution must be given to:
 - a. Multiple energy sources;
 - b. Residual energy;
3. Remote start up of equipment;
4. De-Energization and lock out

CAUTION! *Before any work is performed, a competent person shall verify that the system is de-energized.*

- a. Electrical. Service disconnects and switches to the equipment or line upon which work is to be performed shall be opened (switch off) then locked in this position to prevent accidental engagement. A "Danger" tag and lock shall be affixed to the switch. This tag is to be dated and signed by the supervisor requesting the lock out. Where more than one crew or craft performs work on the system, each crew foreman shall affix a tag and lock on the disconnect.

Multiple lock out devices shall be used. Lock keys shall be in the safe possession of the individual using the lock. Combination locks shall not be used.

- a. Mechanical. All electrical powered pumps, valves and control devices in the system upon which work is to be performed shall be placed in the "safe" condition, then locked out and tagged in accordance with the electrical tag out/lock out procedure above. Mechanical isolating devices should also be used; valves shall be placed in the "safe" position, and tagged and locked in this position, where possible. Slip blinds ("pancakes") may be required on systems without mechanical valves. Where more than one crew or craft performs work on a system, each crew foreman shall affix a tag and a lock to the physical isolating device. Systems and equipment upon which work is to be performed shall be checked by a competent person to ensure a "Zero Energy State". Process equipment, vessels and piping shall be drained prior to penetration. Systems that have contained corrosive, toxic or flammable substances must be flushed or purged prior to starting work.

4. *Release From Lock Out.* No system shall be re-energized until all tags and locks are removed and the system has been inspected to ensure safe operation, locks and tags shall only be removed by authorized personnel.

ANY EMPLOYEE WHO VIOLATES THIS REQUIREMENT SHALL BE FIRED!

ANY SUBCONTRACTOR WHO VIOLATES THIS REQUIREMENT WILL BE REMOVED FROM THE PROJECT IMMEDIATELY!

FALL PROTECTION

Work at elevated heights poses a potential injury threat from falling.

General Requirements

1. All workers will be protected from a fall when 6 feet or more above the ground, next lowest level or leading edge according to OSHA regulations. (Does not apply to scaffolds, ladders and steel erection)
2. Fall protection shall consist of guardrail systems, personal fall arrest systems or nets.
3. Personal fall arrest systems shall utilize a full body harness, shock-absorbing lanyard or retracting lifeline, and positive locking hooks and connections.
4. Anchor points shall be capable of withstanding a 5,000-lb load per worker attached.
5. A rescue plan will be developed and established by Integral Construction, Inc. and each subcontractor who has workers exposed to a fall. It is recommended to contact the emergency responder to determine if they are able to provide rescue within 10 minutes. If not, then a plan shall be developed for rescue utilizing site equipment.
6. The implementation of each subcontractor's fall protection program shall be conducted by their competent person.
7. No worker shall tie off to handrails.

Guardrails

Integral Construction, Inc. and its subcontractors shall provide and install all fall protection systems as required by applicable regulatory agencies, and shall comply with all applicable requirement before any worker begins work that necessitates fall protection.

1. Top edge height of top rails, or equivalent guardrail system members, shall be 42 inches plus or minus three inches (3") above the walking/working level. When conditions warrant, the height of the top edge may exceed the 45-inch height, provided the guardrail system meets all other criteria.
2. Midrails, screens, mesh, intermediate vertical members, or equivalent intermediate structural members shall be installed between the top edge of the guardrail system and the walking/working surface when there is no wall or parapet wall at least 21 inches high.
3. Midrails, when used, shall be installed at a height midway between the top edge of the guardrail system and the walking/working level.
4. Upright supports shall be located no farther than 8' apart.
5. Screens and mesh, when used shall extend from the top rail to the walking/working level and along the entire opening between top rail supports. Intermediate members (such as balusters) when used between posts, shall be not more than 19 inches apart.
6. Other structural members (such as additional midrails and architectural panels) shall be installed such that there are no openings in the guardrail system that are more than 19 inches wide.

3. The Superintendent shall provide for daily inspection of all areas where guarding is in place or may be required. He/she shall place particular emphasis on areas of high activity or rapidly changing conditions where the need for installation and maintenance may be most critical, and issue instructions for prompt corrections to guarding deficiencies found.
4. The Superintendent shall see that the design and installation of guarding is readily adaptable to the type of work to be performed in the guarded areas. The guarding shall facilitate removal and replacement where required, be readily maintainable, and provide maximum protection for workers engaged in the work.
5. Where guarding must be removed to facilitate the work in progress, the guarding shall be replaced in original condition upon completion of the work and the unguarded area shall not be left unattended until the guarding is replaced. The Superintendent shall enforce this requirement with the responsible parties.

Guarding Requirements

1. Every open sided floor, balcony, mezzanine, platform or work surface 6 feet or more above adjacent floor or ground level shall be guarded by a standard guard rail.
2. Every floor opening measuring more than 2 inch in its least dimension in any floor, roof or platform shall be guarded by a cover or a standard guard rail. Covers shall be secured and marked "HOLE".
3. Every stairway opening, ladder way opening or ladder way platform shall be guarded on all exposed sides by a standard guardrail.
4. Every opening for manholes, pits, hatches, trapdoors, chutes, and skylights shall be guarded by a cover or standard guardrail.
5. Every wall opening from which there is a drop of more than 6 feet, and the bottom of the opening is less than 39" above the floor shall be guarded by a standard guard rail. Where the bottom of the opening is less than 4 inches above the floor, a toe board is required.
6. Every extension platform outside an open floor or wall opening shall be guarded on all open sides by a standard guardrail.
7. Every ramp or runway 6 feet or more above the floor or ground level shall be guarded on all open sides by a standard guardrail.
8. The above guarding requirements are applicable to the completed sides and openings of decks and concrete formwork of all types. Perimeter guarding of formwork shall be installed as completed sides of the formwork are developed.
9. On temporary planked floors or temporary metal-decked floors, the periphery of the floor shall be guarded by a single safety railing of 1/4 inch wire rope cable or equivalent, installed approximately 42 inches above the floor. Perimeter cable shall be installed as completed sides of the floor are developed.
10. Where subcontractors install guarding on floors under their control, such guarding may be left in place to service the long-term needs for guarding of the project.

9. Each safety net (or section of it) shall have a border rope for webbing with a minimum breaking strength of 5,000 pounds.
10. Connections between safety net panels shall be as strong as integral net components and shall be spaced not more than 6 inches apart.

Controlled Access Zone

1. Only authorized employees may work in the controlled access zone!
2. Perimeter guardrails and toe boards are to be installed as quickly as decking allows. All deck openings to have perimeter guardrails.
3. Controlled access zones, when created to limit entrance to areas where leading edge work and other operations are taking place, must be defined by a control line or by any other means that restrict access. Control lines shall consist of ropes, wires, tapes or equivalent materials, and supporting stanchions, and each must be:
 - a. Flagged or otherwise clearly marked at not more than 6-feet (1.8 meters) intervals with high-visibility materials.
 - b. Rigged and supported in such a way that the lowest point (including sag) is not less than 39 inches (1 meter) from the walking/working surface and the highest point is not more than 45 inches.
 - c. Strong enough to sustain stress of not less than 200 pounds. Control lines shall extend along the entire length of the unprotected or leading edge and shall be approximately parallel to the unprotected or leading edge.
 - d. Control lines also must be connected on each side to a guardrail system or wall.

Leading Edge Workers Within the Controlled Access Zone

1. Only designated employees can work in the leading edge area.
2. Control lines must define the work area. (Control line supports connected by rope with caution flags)
 - a. Control lines shall be erected not less than 6 feet from the unprotected or leading edge.
 - b. Control lines must be moved with the progress of the decking.

Hoist Landing Platforms

1. The platform must have side guardrails, toe boards and a removable end cable with warning flags.
2. Each employee in a hoist area must be protected from falling 6 feet either by guardrails or a personal fall arrest system.

2. Combustible or flammable debris shall be cleaned up and removed on a daily basis. Accumulations of this type of debris are prohibited.
3. Construction debris shall be cleaned up *as the work progresses* and shall not be permitted to accumulate or remain scattered and strewn about.
4. In no case shall construction debris be permitted to become strewn or accumulated in occupied areas outside of construction areas. Debris produced from construction activities in such areas shall be cleaned up and removed as it is produced. The following areas shall be kept clear of debris at all times:
 - a. Walkways
 - b. Aisles
 - c. Stairways
 - d. Ladder ways
 - e. Ramps
 - f. Loading docks
 - g. Elevator lobbies and landings
 - h. Entrances to the project
5. Containers for debris shall be provided at the following locations:
 - a. Employee lunch areas
 - b. Shanties
 - c. Storerooms
 - d. Field offices
 - e. Entrances to project
 - f. Lower landing of elevators
6. Where containers for debris are not readily available, the debris shall be put into isolated piles ready for removal and not left scattered and strewn about.
7. Nails may not be left protruding from lumber. Protruding nails shall be backed out or removed.
8. Oil and grease spills shall be cleaned up at once.
9. Where sweeping of debris from floors may create dusty atmospheres, sweeping compound shall be used or the floors sprinkled with water, whichever is required to reduce dust in the atmosphere to acceptable levels. Workers shall wear the appropriate personal protective equipment (PPE) such as dust masks, and if necessary eye protection when sweeping.

MATERIAL HANDLING EQUIPMENT

1. Rollover Protective Structures (ROPS) shall be provided for all equipment as required by OSHA regulations.
2. Seat belts shall be provided and used by operators of all equipment that has a Rollover Protective Structure.
3. All bi-directional equipment shall be equipped with an operable horn or warning light, which shall be used as needed when the machinery is moving in either direction.
4. All bi-directional equipment shall also have an operable back-up alarm, in addition to the horn.
5. All equipment shall be provided with a multi-purpose (Class A-B-C) fire extinguisher mounted in an easily accessible location.

Braking systems, controls and safety devices shall be maintained in effective operating condition. To assure this, the operator shall inspect his or her equipment at the beginning of the shift and test for the condition of:

1. Back-up alarm(s)
2. Brakes, including hand brake
3. Steering mechanism
4. Condition of tires
5. Headlights, tail lights and signal lights
6. Horn
7. Seat belts
8. Windshield wipers (where provided)
9. Fire extinguisher
10. Cab glass (where provided)

Only qualified personnel shall be allowed to operate equipment.

Fork truck/lull

operators shall attend refresher training every three years.

All Mobile Equipment

1. Any person found operating or driving in a reckless or careless manner without regard for the safety of other employees or the general public will be immediately removed from his or her equipment and permanently prohibited from operating or driving any equipment on the project.
2. Any mobile equipment found to be unsafe or defective shall be immediately removed from service and sent for repair or replacement. The proper repairs must be confirmed prior to putting the equipment back into service.
3. All operators shall follow OSHA regulations.
4. All drivers must carry proof of training on equipment.

Head Protection

1. Hard Hats shall be worn at all times by employees, visitors, and subcontractors' workers.

Hearing Protection

1. Hearing protection shall be required where sound levels exceed acceptable Federal, State and Local Standards.
2. Management, with appropriate technical support shall identify work areas, or equipment which requires hearing protection.

Foot Protection

1. Employees, visitors, and subcontractors' workers shall wear work boots which are suitable for the areas which they are working or visiting. No tennis shoes are allowed.

Other PPE

1. Gloves are to be used when handling hot or sharp materials, and for protection against acids and other chemicals.
2. Appropriate work clothing shall be worn at all times: long pants and shirts with a minimum of a four-inch sleeve.
3. Personal fall arrest equipment shall be required when exposed to an elevated fall hazard of six (6) feet or greater (see fall protection).
4. Employees shall be required to wear protective reflective vests when working around, near, or directing moving traffic or mobile equipment.

Employee Training

The Safety Manager provides training for each employee who is required to use personal protective equipment. Training includes:

1. When PPE is necessary
2. What PPE is necessary
3. How to wear assigned PPE
4. Limitations of PPE
5. The proper care, maintenance, useful life, and disposal of assigned PPE

Employees must demonstrate an understanding of the training and the ability to use the PPE properly before they are allowed to perform work requiring the use of the equipment.

Respirator Protection

Feasible engineering controls must be used before respirators.

It is the responsibility of Integral Construction, Inc. and each of its subcontractors to evaluate respiratory hazard(s) in the workplace, identify relevant workplace and user factors, and base respirator selection on these factors. The selection of respirators shall be made in accordance with OSHA Regulation 29 CFR 1910.134(d).

- equivalent, between the toe board and the top guard rail.
4. All wood planking used for scaffolding platforms shall be Scaffold Grade.
 5. Where scaffold platforms are constructed of single lengths of plank that are not secured by overlapping, the planks shall be secured from movement by cleating, tying or otherwise secured to the scaffold. All other types of scaffold platforms shall be likewise secured.
 6. Where planks on scaffold platforms are overlapped, the overlap shall not be less than 12 inches or secured to prevent movement. Planks shall overlap so that both planks are bearing on a scaffold support at the point of overlap.
 7. Scaffold planks shall not extend over the end supports less than 6 inches or more than 12 inches.
 8. The poles, legs or upright supports of scaffolds shall be plumb and securely and rigidly braced to prevent swaying and displacement.
 9. Overhead protection shall be provided for employees on a scaffold exposed to overhead hazards.
 10. Welding or torch cutting on any swinging or suspended staging or scaffold suspended by means of fiber or synthetic rope is prohibited.
 11. An access ladder or equivalent safe access shall be provided to and from the platform of all scaffolds.
 12. Tiered scaffolds erected adjacent to any wall, building or structure shall be secured and braced to the building at intervals not to exceed 30 feet horizontally and 26 feet vertically.
 13. Wheels and casters on mobile scaffolds shall be provided with locking devices to hold the scaffold in position. Locking devices shall be set when the scaffold is in use.
 14. Free-standing mobile scaffold towers shall not be higher than 4 times the maximum base dimension.

TOOLS – HAND AND POWER

General Requirements

1. Do not bypass manufacturer installed safety devices. They are put there for a purpose – YOUR SAFETY.
2. Maintain all hand and power tools and similar equipment, whether furnished by the Company or employee, in safe working condition.
3. Keep tools and accessories clean and sharp for best performance. Follow instructions in the owner's manual for proper lubrication.
4. Do Not grease, oil, clean or adjust machinery or equipment while it is in motion.

Hand Tools

1. Use the proper tool for every job.

3. Check grinder stones and discs for nicks, cracks or other defects by accepted tests (i.e. ring test). Replace immediately if damaged.
4. Handle grinders carefully. If dropped, inspect grinder and stone/disc at once for damage.
5. Do not jolt, force or jam a grinder. Such use may cause the stone to shatter.
6. Be sure a portable grinder is turned off and any coasting or idling motion stopped before putting it down.
7. Make sure grinder stones and discs are matched to the RPM rating of the grinder. A low RPM disk or stone on a high RPM grinder can shatter.

Powder Actuated Tools

1. Only a trained and qualified operator is allowed to operate an explosive powder actuated tool. (i.e. Ramset Gun).
2. Never point a powder-actuated tool at anybody.
3. Before using the tool, inspect it to make sure it is clean, that all moving parts operate freely and that the barrel is free from obstructions.
4. Do not load the tool unless it will be used immediately. Never leave a loaded tool unattended.
5. Appropriate personal protective equipment should be utilized.

STEEL ERECTION

Steel erection activities include hoisting, laying out, placing, connecting, welding, burning, guying, bracing, bolting, plumbing and rigging structural steel, steel joists and metal buildings; installing metal decking, curtain walls, window walls, siding systems, miscellaneous metals, ornamental iron and similar materials; and moving point-to-point while performing these activities.

Site Layout, Site Specific Erection Plan and Construction Sequence

Approval to Begin Steel Erection

Before authorizing the commencement of steel erection Integral Construction, Inc. shall ensure that the steel erector is provided with the following written notifications:

1. The concrete in the footings, piers and walls and the mortar in the masonry piers and walls has attained, on the basis of an appropriate ASTM standard test method of field-cured samples, either 75 percent of the intended minimum compressive design strength or sufficient strength to support the loads imposed during steel erection.
2. Any repairs, replacements and modifications to the anchor bolts were conducted in accordance with §1926.755(b).

Site Layout

Integral Construction, Inc. shall ensure that the following is provided and maintained:

1. Adequate access roads into and through the site for the safe delivery and movement of derricks, cranes, trucks, other necessary equipment, and the material to be erected and

The operator shall be responsible for those operations under the operator's direct control. Whenever there is any doubt as to safety, the operator shall have the authority to stop and refuse to handle loads until safety has been assured.

A qualified rigger (a rigger who is also a qualified person) shall inspect the rigging prior to each shift in accordance with §1926.251.

Working Under Loads

Routes for suspended loads shall be pre-planned to ensure that no employee is required to work directly below a suspended load except for:

1. Employees engaged in the initial connection of the steel; or
2. Employees necessary for the hooking or unhooking of the load.
3. When working under suspended loads, the following criteria shall be met:
4. Materials being hoisted shall be rigged to prevent unintentional displacement;
5. Hooks with self-closing safety latches or their equivalent shall be used to prevent components from slipping out of the hook; and
6. All loads shall be rigged by a qualified rigger

Covering Roof and Floor Openings

1. Covers for roof and floor openings shall be capable of supporting, without failure, twice the weight of the employees, equipment and materials that may be imposed on the cover at any one time.
2. All covers shall be secured when installed to prevent accidental displacement by the wind, equipment or employees.
3. All covers shall be painted with high-visibility paint or shall be marked with the word "HOLE" or "COVER" to provide warning of the hazard.

Decking Gaps Around Columns

1. Wire mesh, exterior plywood, or equivalent, shall be installed around columns where planks or metal decking do not fit tightly. The materials used must be of sufficient strength to provide fall protection for personnel and prevent objects from falling through.

Column Anchorage

General Requirements for Erection Stability

1. All columns shall be anchored by a minimum of 4 anchor rods (anchor bolts).
2. Each column anchor rod (anchor bolt) assembly, including the column-to-base plate weld and the column foundation, shall be designed to resist a minimum eccentric gravity load

- c. Be provided, at heights over 15 and up to 30 feet above a lower level, with a personal fall arrest system, positioning device system or fall restraint system and wear the equipment necessary to be able to be tied off; or be provided with other means of protection from fall hazards in accordance with this section.

Controlled Decking Zone (CDZ)

A controlled decking zone may be established in that area of the structure where metal decking is initially being installed and forms the leading edge of a work area. In each CDZ, the following shall apply:

1. Each employee working at the leading edge in a CDZ shall be protected from fall hazards of 6' or more.
2. Access to a CDZ shall be limited to only those employees engaged in leading edge work.
3. The boundaries of a CDZ shall be designated and clearly marked. The CDZ shall not be more than 90 feet (27.4 m) wide and 90 (27.4 m) feet deep from any leading edge. The CDZ shall be marked by the use of control lines or the equivalent.
4. Each employee working in a CDZ shall have completed CDZ training in accordance with §1926.761.
5. Unsecured decking in a CDZ shall not exceed 3,000 square feet.
6. Safety deck attachments shall be performed in the CDZ from the leading edge back to the control line and shall have at least two attachments for each metal decking panel.
7. Final deck attachments and installation of shear connectors shall not be performed in the CDZ.

UTILITIES IDENTIFICATION AND PROTECTION

All utilities which might interfere with work to be performed must be identified.

Public Utilities

Because public utilities are not controlled by Integral Construction, Inc. these utilities can be installed, removed, relocated, activated or deactivated without knowledge that these activities ever occurred. Therefore, it is essential that the location of these items be determined prior to the start of any work. The contractor shall locate public utilities by calling JULIE or DIGGER (in Chicago).

Protecting Utilities

Once identified and located, the utmost care to protect utilities from damage shall be taken:

1. Use hand or very controlled mechanical excavation procedures for underground utilities.
2. Shore, support, brace and/or reinforce (as necessary) any utility.
3. Protect utilities from weather and vandalism exposures as is necessary.
4. Clearly mark or identify any exposed utilities and provide appropriate warning or danger signs as needed to protect workers, the public and the utility itself.

5. Provide workers with training that includes information about health effects, work practices, and protective equipment for respirable crystalline silica.
6. Report all cases of silicosis to State health departments and OSHA.
- 7.

The key to preventing silicosis is to keep dust out of the air. Dust controls can be as simple as a water hose to wet the dust before it becomes airborne. Use the following methods to control respirable crystalline silica:

1. When saw cutting concrete or masonry, use saws that provide water to the blade.
2. Use good work practices to minimize exposures and to prevent nearby workers from being exposed. For example, remove dust from equipment with a water hose rather than with compressed air. Use vacuums with high-efficiency particulate air (HEPA) filters, or use wet sweeping instead of dry sweeping.
3. During concrete demolition use water to reduce dust potential, take advantage of the prevailing wind to blow dust away from employees,
4. Use the dust collection systems available for many types of dust-generating equipment. When purchasing equipment, look for dust controls. Use local exhaust ventilation to prevent dust from being released into the air. Always use the dusts control system and keep it well maintained. Do not use equipment if the dust control system is not working properly.

4. Methods and observation techniques that may be used to detect the presence or release of hazardous chemicals in the work area.
5. The physical hazards of the chemicals in the work area, including signs and symptoms of exposure and any medical condition known to be aggravated by exposure to the chemical.
6. How to lessen or prevent exposure to hazardous workplace chemicals by using good work practices, personal protective equipment, etc.
7. Emergency procedures to follow if workers are exposed to hazardous chemicals.
8. An explanation of the Hazard Communication Program, including how to read labels and Material Safety Data Sheets to obtain appropriate hazard information.
9. If a new type of product is introduced into a work area or the chemical composition of a product changes, the foreman will review the above items (as they relate to the new chemicals) during weekly job site safety meetings.
10. All training shall be documented.

Non Routine Tasks

Periodically, employees and workers may be required to perform non-routine tasks. Prior to starting work on such projects, each affected worker will be informed about hazards to which they may be exposed and the appropriate protective and safety measures to be taken.

conference, the officer is required to deliver a copy of the complaint to the appropriate contractor and to Integral Construction, Inc.'s Superintendent. Since the Act entitles the complaint to anonymity if he so desires, his name may be deleted from the employer's copy of the complaint.

- d. ***Program Related:*** Height of building, type of construction, etc.

Inspection Procedures

1. Opening Conference

- a. The OSHA compliance officer will inform management of their purpose and outline inspection plans
- b. The officer may want to talk with all of the subcontractors of the job
- c. Be prepared to show the officer the OSHA 300 Log, MSDS, and Health and Safety program

2. Jobsite Tour

- a. Try to correct the violation immediately, if possible
- b. Walk the jobsite with the officer and take notes
- c. Take pictures every time the officer takes pictures
- d. Officers are required to comply with all employer safety and health rules and practices at the project.

3. Closing Conference

- a. The officer will review all violations
- b. Take good notes pertaining to alleged violations
- c. Do not argue with the officer

Other Precautions

- 1. Be knowledgeable of what is contained in the Health and Safety manual.
- 2. Note in what areas pictures were taken.
- 3. Be certain as to the time allowed for abatement of the alleged violation.



Weekly Site Audit

Date of Inspection:

Project:

Inspector:

Superintendent:

Comments

	OK	Action Needed
First Aid and Emergency		
First aid kit		
Emergency #s posted		
Housekeeping and Sanitation		
Adequate Lighting		
Work areas/passages clear		
Toilets adequate/clean		
Drinking water/cups/garbage		
Scheduled dumpster removal		
Fire Prevention & Protection		
Adequate fire extinguishers		
Flammable storage marked		
Flammables stored properly		
Gas cylinders; use & storage		
Personal Protect Equipment		
Hard hats as required		
Eye protection as required		
Ear protection as required		
Dust masks/resp. as required		
Safety harnesses/lanyards as req.		
Electrical		
Electrical dangers posted		
Temporary lighting adequate		
GFCI		
Ext. Cords-3 prong type		
Lockout/tagout		
Public Protection		
Signs posted		
Flagging		
Barricades		
Overhead protection		
Flag persons for traffic entering/exiting		



Review of Motor Vehicle Record

State Motor Vehicle Records (MVRs) will be used as the source for verifying driver history. MVRs will be obtained and reviewed at least annually. Driving privileges may be withdrawn or suspended and/or the company vehicles removed for any authorized driver not meeting the above requirements. In addition, appropriate disciplinary action may be taken.

Use of Vehicles

Company vehicles are provided for business purposes; however, incidental personal use is permitted. ***Personal use is a privilege extended only to the authorized employee.*** The privilege of personal use may be withdrawn at any time without notice by the company.

The following rules apply to personal use of company vehicles:

1. Only authorized employee may drive.
2. The company vehicle may only be used for incidental trips within 15 miles of your home.
3. Personal trailers, including boat and recreational vehicles, are not to be pulled.
4. Company vehicle is not to be driven while under the influence of alcohol or any controlled substance.
5. *Possession, transportation or consumption of alcohol or illegal drugs by anyone in the vehicle is not allowed.*
6. Driver and all passengers must wear available personal restraints.
7. Report any accident immediately to police and your manager.
8. All traffic laws must be obeyed at all times.

Any exceptions to these rules requires advance, written approval by approved company manager or officer. Violation of these rules will result in disciplinary action from removal of driving privileges up to and including discharge.

Maintenance

Authorized drivers are required to properly maintain their company vehicles at all times. Vehicles should not be operated with any defect that would inhibit safe operation during current and foreseeable weather and lighting conditions. Preventive maintenance such as regular oil changes, lubrication and tire pressure and fluid checks determine to a large extent whether you will have a reliable, safe vehicle to drive and support work activities. You should have preventive maintenance completed on your vehicle as required in the owner's manual. This service should be done at one of the following: Rogers GMC, or a place of convenience to the employee. The invoice for preventive service should be submitted with your expense account.

Vehicle repairs or service in excess of \$75 must have prior approval by the Fleet Administrator.

Personal Cars Used on Company Business

The company does not assume any liability for bodily injuries or property damage the employee may become personally obligated to pay arising out of an accident occurring in connection with operation of his/her own car. The reimbursement to the employee for the operation of his/her car on company business includes the allowance for the expense of automobile insurance. You are required to have minimum liability limits of \$100,000/300,000. The company does not specify and assumes no responsibility for any other coverage employees carry on their own cars since this is a matter of individual status and preference. Employees using personal vehicles for company business must submit proof of insurance to the Fleet Administrator.



Preventable Accidents

A preventable accident is defined as any accident involving a company vehicle – whether being used for company or personal use – or any vehicle while being used on company business that results in property damage and/or personal injury, and in which the driver in question failed to exercise every **reasonable precaution** to prevent the accident.

1. Classification of preventable accidents

- Following too close
- Driving too fast for conditions
- Failure to observe clearances
- Failure to obey signs
- Improper turns
- Failure to observe signals from other drivers
- Failure to reduce speed
- Improper parking
- Improper passing
- Failure to yield
- Improper backing
- Failure to obey traffic signals or directions
- Exceeding the posted speed limit
- Driving While Intoxicated (DWI) or Driving Under the Influence (DUI) or similar charges.

2. Fines for preventable accidents

In order to remind drivers of their responsibility to drive defensively, a fee will be charged to the driver for each preventable accident as defined above. This fee, which applies to each accident, will be capped at the lesser of the actual damages or \$500. This is a mandatory fine, and will be assessed through payroll deduction. Any exceptions to this policy will require the approval of Fleet Administrator.



SUBSTANCE ABUSE POLICY (Version 6.17.16)

The purposes of this Policy are as follows:

- To establish and maintain a safe, healthy, alcohol and drug-free working environment for all employees, clients, and the general public
- To reduce the incidence of accidental injury to people or damage to property resulting from alcohol or drug abuse
- To provide assistance toward rehabilitation for any employee who seeks help in overcoming addiction to, dependence on, or problems with alcohol or drugs
- To initiate and maintain an alcohol and drug-free workplace and to comply with Federal regulations governing substance abuse

Violation of this Policy will result in disciplinary action up to and including termination.

Policy Statement

It is the policy of Integral Construction, Inc. to maintain a workplace that is free from the effects of alcohol and drug abuse. Alcohol and drug abuse are harmful to an employee's health and interferes with the employee's productivity and alertness. Employees under the influence of alcohol or drugs are a danger to themselves and to their fellow workers.

Employees are prohibited from the use, sale, dispensing, distributing, possession, or manufacture of illegal drugs and narcotics or alcoholic beverages on company or client premises. In addition, employees are prohibited from the off-premise use, possession, or sale of illegal drugs when such activities adversely affect job performance, job safety, or Company's reputation in the community.

Anyone who must use prescribed drugs or narcotics which may impair alertness during work hours should report this fact to their supervisor/ foreman *before* working, along with acceptable medical documentation to substantiate that a physician has prescribed the substance. Management will make a determination as to whether the employee is capable of performing his or her normal duties safely and properly.

Condition of Employment

Employees bear the primary responsibility for their own job performance and for taking any action or undergoing treatment necessary to maintain performance at a satisfactory level.

All employees who are subject to chemical screening will be required to sign a Statement of Understanding acknowledging their agreement to abide by the terms and conditions of this policy. Reasons for testing include:

1. Accidents/ Incidents in the Workplace:

Any employee involved in an incident which results in injury to a person or property to which an employee contributed as a direct or indirect cause, may be subject to a chemical screening. Failure to submit to chemical screening will result in immediate termination.



An employee can, at his or her own expense, arrange to have a sample found to be positive retested, provided that (1) the split sample is taken from the original sample provided by the employee, (2) the Chain of Custody is not broken, and (3) the retesting laboratory is NIDA-certified. If the second laboratory finds no evidence of drug use in the split specimen, the company will consider the drug test result as having been negative. In this case, the employee will be reimbursed for the cost of the second test and any wages that may apply.

No employee or agent of Integral Construction, Inc. or its subcontractors shall work on Company property/projects if the individual has a blood alcohol level of 0.01 percent or more. Breath specimens shall be tested by trained technicians, using federally approved breath testing devices capable of producing printed results that identify the employee. If the employee's breath alcohol concentration is 0.01 percent or more, a second breath specimen shall be tested approximately 20 minutes later. The results of the second test shall be determinative.

Employee Assistance Program

Any employee who feels that he or she has developed an addiction to, dependence upon, or problem with alcohol or drugs, legal or illegal, is encouraged to seek assistance.

Assistance may be sought by writing in confidence to, or asking for a personal appointment with the Risk Manager. Each request for assistance will be treated as confidential.

No disciplinary action will be issued against any employee who comes forward to Integral Construction, Inc. with his or her problem prior to the company learning of the violation of the Policy. Integral Construction, Inc., at its sole discretion, may grant an employee rehabilitation leave in accordance with the provisions of the Policy.

Rehabilitation itself is the responsibility of the employee. Employees on rehabilitation leave will be subject to the sick leave and the personal leave-of-absences of the company. If rehabilitation leave is granted, an employee must provide certification that the employee was continuously enrolled in a treatment program approved by the company, actively participated in that program and was properly discharged there from.

Participation in any recommended follow-up treatment and/or counseling is the responsibility of the employee. Any employee suffering from an alcohol or drug problem who rejects treatment or who leaves a treatment program prior to being properly discharged there from will be dismissed from employment with the company. No employee will be eligible for this employee-assistance program more than one time. Employees that undergo voluntary counseling or treatment and continue to work must meet all established standards of conduct and job performance.

All eligible employees returning to active employment from rehabilitation will be required to sign a "Return to Work Agreement" providing:

1. For unannounced testing for a period of one year to ensure that the employee has freed himself/herself from the alcohol or drug problem;
2. That failure of such a test during this period or employee's refusal to submit to such testing shall be grounds for immediate dismissal;
3. That the employee must maintain an acceptable attendance and performance record and comply with all other policies upon his/her return to work;
4. That the employee will participate in the follow-up treatment and/or counseling recommended by the treatment program.

Substance Abuse Policy Acceptance

Version 6.17.16

ACKNOWLEDGEMENT OF RECEIPT

I, _____, have been given a copy of Integral Construction, Inc.'s **Substance Abuse Policy**, effective June 16th, 2016. I have been told to read it and urged to contact my supervisor if I have any questions.

Among other things, I understand that:

- My compliance with the policy is a condition of continued employment;
- I am subject to mandatory drug and alcohol testing under the policy;
- I will be disciplined, up to termination, if I test positive or violate the policy, refuse to cooperate in required testing, or if I possess, buy, sell, manufacture, or dispense alcohol or illegal drugs on company premises;
- I must report any crimes involving drugs that occur on the company's premises with respect to which I am convicted, plead guilty, or am sentenced; and
- The company will not discipline me if I voluntarily seek help for a drug or alcohol problem before I become subject to discipline or discharge under this or other Company policies.

I agree to abide by the terms of the policy.

Name (printed) _____

Signature _____ Today's date _____

Witness _____ Today's date _____



INCIDENT / ACCIDENT REPORT FORM

Date:

Prepared By:

Project #:

Telephone Number:

Date of:

Approximate Time:

a.m./p.

Specific Location of Incident: Address:

City:

Location Detail:

People/Person/Employee(s)/Equipment/Vehicle Involved In the Incident:

Type of Incident:

This report is to be completed and forwarded to the main office (by fax 844-317-7402 or hand delivered) with any supporting documents (pictures, police reports, etc.) within 24 hours of incident/accident.

All incidents/accidents involving any physical injury, property damage, vehicle, or equipment damage, theft, fire, police involvement, or any other extraordinary or near miss incident must be reported with a completed form.



INCIDENT / ACCIDENT REPORT FORM

Describe in precise detail exactly what happened:

Describe in detail the nature of any physical injury or damage (including approximate dollar value) to property or equipment. Attach additional pages, if necessary:



Safety Violation Notification Form

Integral Construction, Inc. Employee: _____ or

Subcontractor: _____ or

Subcontractor Employee: _____

Date _____

Location _____

Safety Violation – Circle appropriate number(s):

- | | |
|----------------------------------|-------------------------|
| 1. Housekeeping/Sanitation | 8. Fall Protection |
| 2. Personal Protective Equipment | 9. Excavation/Trenching |
| 3. Ladders/Scaffolding | 10. Electrical |
| 4. Portable Power & Hand Tools | 11. Fire Protection |
| 5. Powder-Actuated Tools | 12. Concrete/Mooring |
| 6. Welding & Cutting | 13. Other |
| 7. Materials Handling & Storage | |

Safety Violation Description/Explanation (use separate paper if required)

Issued by: _____

Signature _____ Date _____

Response: _____

Response by: _____ Date _____



Ground Penetration / Underground Utilities

Date:

Contractor:

Competent Person:

Location of Work:

Description of Work:

Known Utilities

Dig ticket expiration date:

Verify Dig ticket is for working area:

Are locates cross checked with drawings / BIM:

YES

NO

Do marks appear to have been moved

YES

NO

Disturbed

YES

NO

Removed

YES

NO

Types of Utilities:

Means of Disturbing soil:

Excavator: _____

Backhoe: _____

Auger: _____

Methods of locating known utilities Vacuum: _____

Ground Penetrating Radar: _____

Hand Excavation: _____

Other: _____

Equipment Inspected & in good condition

YES

NO

Will bracing of underground utilities be required

YES

NO

Other Hazards:

Other Sub equipment

YES

NO

Overhead power lines

YES

NO

Employer: _____

Operator Signature: _____

ICI Superintendent Signature: _____

Crew Signature: _____

Crew Signature: _____

Crew Signature: _____



SAMPLE

KKERSTING

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

9/15/2021

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Robertson Ryan - Oak Brook 815 Commerce Drive Oak Brook, IL 60523	CONTACT NAME: Kelly Kersting		
	PHONE (A/C, No, Ext): (630) 468-5425 1540	FAX (A/C, No): (630) 468-5432	
	E-MAIL ADDRESS: kkersting@robertsonryan.com		
INSURED Integral Construction, Inc 320 Rochaar Drive Romeoville, IL 60446	INSURER(S) AFFORDING COVERAGE		NAIC #
	INSURER A : Old Guard Insurance Company		17558
	INSURER B : Indiana Harbor Insurance Company		36940
	INSURER C :		
	INSURER D :		
	INSURER E :		
	INSURER F :		

COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> Contractual Liab <input checked="" type="checkbox"/> XCU GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PROJECT <input type="checkbox"/> LOC OTHER: General Aggregate	X	X	163390D	9/15/2021	9/15/2022	EACH OCCURRENCE \$ 2,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 2,000,000 GENERAL AGGREGATE \$ 4,000,000 PRODUCTS - COMP/OP AGG \$ 4,000,000
A	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY	X	X	163390D	9/15/2021	9/15/2022	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$			163390D	9/15/2021	9/15/2022	EACH OCCURRENCE \$ 10,000,000 AGGREGATE \$ 10,000,000
A	<input checked="" type="checkbox"/> WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N N	N/A	163641H	9/15/2021	9/15/2022	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
A	<input checked="" type="checkbox"/> Leased & Rented			163390D	9/15/2021	9/15/2022	Equipment \$ 25,000
B	<input checked="" type="checkbox"/> Contractors			PEC005774501	10/8/2021	10/8/2022	Pollution \$ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
Re: TBD

The following are considered additional insureds on a primary and non-contributory basis with respects to the General liability and auto Liability when required by written contract, for work performed by the named insured for the noted project.

TBD

SEE ATTACHED ACORD 101

CERTIFICATE HOLDER

CANCELLATION

TBD	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE

STATE OF ILLINOIS)
COUNTY OF COOK) SS
COUNTY OF WILL)

CERTIFICATE

I, NANCY M. O’CONNOR, Village Clerk of the Village of Tinley Park, Counties of Cook and Will and State of Illinois, DO HEREBY CERTIFY that the foregoing is a true and correct copy of Resolution No. 2022-R-089, “**A RESOLUTION APPROVING AN AGREEMENT BETWEEN THE VILLAGE OF TINLEY PARK AND INTEGRAL CONSTRUCTION, INC. FOR THE POLICE DEPARTMENT SHOOTING RANGE RENOVATION,**” which was adopted by the President and Board of Trustees of the Village of Tinley Park on August day of 3rd, 2022.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the corporate seal of the Village of Tinley Park this August day of 3rd, 2022.

VILLAGE CLERK



CONTRACT AND DOCUMENT APPROVAL CHECKLIST

Ordinance/Resolution No: 2022-R-089 Police Shooting Range Renovation Integral Construction

Exhibits Attached: Yes ☐ No ☐

Contracting Party/Vendor: Integral Construction, Inc. (320 Rocbaar Dr., Romeoville, IL 60446)

Contract Contact Info: Christopher Osinski (844-317-7403)

Bid Opening Date (If applicable): 6/29/2022

Mylar (Rcvd by Clerk's Office): Y / N - Date Sent for Recording: _____ Date Recorded: _____

Certificates of Insurance Received: Yes ☒ No ☐

Contract Expiration: Date: 4/30/23

Signature of Contracting Party received: Yes ☒ Date: 081722

Staff Review Date: _____ Approved Via: in person By: _____

Attorney Review: Date: _____ Approved Via: in person By: _____

Village Manager Review: Date: 7/29/2022 Approved Via: in person By: PC

Committee Review Date: 8/3/2022 Committee Type: COW

Committee Approval Date: 8/3/2022 Committee Type: COW

Village Board Meeting: Date: 8/3/2022

Village Board Approval: Date: 8/3/2022 Approved: X Denied: _____

Notes: